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We are looking forward to welcoming your conference/camp to Covenant College. Following is information about our conference services that we hope you will find helpful as you prepare to travel to Covenant College.

- ◆ **Conference Desk Staff** are here to serve you and assist you and your group. During conferences, desk hours are 7:00 a.m. until 12:00 a.m. unless otherwise posted. Any concerns or problems regarding facilities should be directed to the desk personnel. **Conference Desk phone: Ext. 1600 or 706-419-1600.** They will assist you in resolving the issues or in directing you to the appropriate staff person from your sponsoring organization.

- ◆ **Check-In/Check-Out-** Specific times have been set for your group so that you can be served in the best possible manner. Please be prepared to arrive and depart within the time frame you are given. Check out from your rooms is 8:00 a.m. but must be prior to the final closing session of your conference. The College will not accommodate early check-ins or late check-outs without prior approval.

- ◆ **Trash Removal-** Trash bags will be placed on your door handle the evening before check out. In Carter Hall, please dispose of your trash in the large trashcans on your hall. In Founders, Maclellan/Rymer and Andreas Halls please dispose of your trash in the large trashcans in the kitchen commons and lobby areas. Large trash bags are available at the conference desk for check-out day clean up. Please leave the premises in a neat and orderly condition. Conference leaders will be held responsible for damages or inadequate cleaning.

- ◆ **Pool Use-** The hours for summer camp pool use are from 3:00pm-5:30pm. The swimming pool is open on a swim-at-your-own-risk basis. A lifeguard will not be present. Unattended, solo bathing is prohibited. Children 13 and under must have adult supervision. All campers must be accompanied by an adult leader from their group. No bikinis or “cut-offs” allowed. Modest bathing attire is required. Swimmers are expected to wear adequate cover up when entering the building. Food and drink are not allowed inside the fenced area of the pool. No running, pushing, or rough play allowed. One adult per party must sign in at the Conference Desk inside Carter lobby. Please be aware that the pool is not exclusive to summer camps but that the public is also welcomed to swim at this time. The college reserves the right to close the pool at any time due to weather or any other issue that might affect guest safety.

- ◆ **Recreation Facilities and Dining Facility** hours will be announced by your camp. Some facilities may not be available if not requested by your sponsoring organization. Please check with the conference desk before using campus space that hasn't been specified by your conference leadership.

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- ◆ **Parking-** Parking is only permitted in specific/assigned parking lots on campus. A map, parking pass, and instructions are posted on the Covenant College website under “summer conferences.” There is no parking and no vehicle should be left unattended at any time in the Carter loop or the Maclellan/Rymer loop. These areas are strictly prohibited that are only to be used by emergency personnel. Groups with buses/coaches please contact Frances Martindale to discuss details prior to arrival. 706-419-1280.

- ◆ **Telephones-** A hall or lobby phone is available on each floor and in many of the meeting facilities around campus. **The extension for the conference desk is 1600.**

- ◆ **Keys -** Each guest will receive a room key. Lost keys may be replaced for \$15. We recommend that the key be kept with your camp/conference nametag so that it can be returned to you if found.

- ◆ **General Rules and Guidelines-** for the protection of our guests and facilities.
 1. Smoking and tobacco products are prohibited on campus.
 2. Alcoholic beverages are prohibited on campus.
 3. Weapons including guns, knives, or any article(s) of such nature are prohibited on campus.
 4. Drugs and narcotics are not permitted on campus except as prescribed by a physician or dispensed under the care of a parent, guardian, or responsible adult.
 5. Due to contractual obligations of the college with our food service and/or bookstore vendors, please do not send out for food. (Non-catered food may be purchased off campus however, and brought onto campus.)
 6. Fire escapes and roofs are not to be used except in case of emergency. Alarms and fire equipment are for your protection and are not to be tampered with.
 7. Property damage should be reported to the Conference Desk. The amount for reimbursement for damages will be determined by our maintenance staff.
 8. Please do not bring skateboards, scooters, or roller blades. They are not permitted on campus. Bicycles are not to be used on pedestrian walkways.
 9. Please do not bring hair dye, paint and other similar substances that may cause damage to the campus.
 10. Please keep windows closed. Windows and screens are not to be removed.
 11. Please do not flush any feminine hygiene products or foreign objects down the toilets.
 12. Turn all keys in at the Conference Desk before leaving. Youth leaders should collect all keys for their group and turn them in together. Deposits will be refunded at that time.

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Emergency Services/Security- In case of an emergency conference desk staff may be reached 7:00 a.m. – 11:00 p.m. at ext. 1600, or if calling from off campus, (706) 419-1600. If it is after normal hours or the desk is closed. **There is a security guard on the premises after hours and can be reached at 423-593-1403.**

Medical Services- Medical services are not provided by Covenant College. Please check with your sponsoring organization staff for minor concerns or the conference desk staff for directions to one of the local hospitals. Please call 911 if there is an emergency and/or an ambulance is needed and then contact the **conference desk (ext. 1600 or (706) 419-1600**

Suggestions- What to Bring

The following suggestions may make your stay at Covenant College more enjoyable.

- ◆ An alarm clock.
- ◆ Personal hygiene supplies- e.g. toothbrush, soap, shampoo, etc. (many supplies are available in the Tuck Shoppe, the College's bookstore, if needed).
- ◆ Pillow, sheets/sleeping bag, blanket, and towels. Linens are not provided or available.
- ◆ Clothes hangers and an iron if needed.
- ◆ Reading lamp- only overhead and some desk lighting is provided.
- ◆ Modest (no two-piece) bathing suit/towel, tennis balls and racquet, playing cards/games.