

## Ponderosa Retreat & Conference Center

### General Guidelines

15235 Furrow Road, Larkspur, Colorado ~ 719-481-2482 ~ [www.VisitPonderosa.com](http://www.VisitPonderosa.com)

Please review the following information. The information and guidelines will help to make your event at Ponderosa a success for your group, other guests, and the Ponderosa Staff. Some of these guidelines are MANDATED BY COLORADO LAW.

**After Hours EMERGENCIES OR SPECIAL NEEDS please call our on-call staff 719-481-2482 ext #99 \_\_\_\_\_**

#### Meals

Meal Times are: Breakfast 7:30a.m. Lunch 12:00 Noon. Supper 5:30 p.m. Sat-Thu, 6:30 p.m. Friday supper

When we serve large numbers of guests we may need to stagger meal times.

**Please be prompt for meals--they are not served with an open ended time**

#### Guidelines

1. **If you are occupying the MAIN CHAPEL: NO FOOD OR DRINK (WATER IS ACCEPTABLE) IN THE CHAPEL.**
2. Ponderosa is private property and no one is allowed on camp without registering with the Guest Relations office.
3. At no time shall a camper be left without qualified supervision. All leaders who are responsible for the supervision of the children shall know where each child is at all times.
4. Ponderosa staff can be identified by their staff shirt and will monitor that all children are being supervised and have the authority to question any leaders with the camp if children are not being supervised properly.
5. Sleeping quarters of the leaders shall be in close proximity and within sight and hearing of the sleeping quarters of the children.
6. All leaders must be at least 18 years old and ratio should be 1 for every 8-10 campers.
7. Check-in time is 4: p.m. and Check-out time is 1: p.m. unless prior arrangements have been made with the office staff.
8. Quiet time begins at 11:00 p.m.
9. Clothing must be modest and appropriate for a Christian atmosphere. Shoes must be worn at all times.
10. Alcoholic beverages and illegal drugs are NOT allowed on the grounds at anytime and will result in dismissal.
11. Smoking is NOT allowed in any buildings.
12. No pets are allowed in any guest's rooms or on the property with guests due to possible allergies of others.
13. Inside water fights are prohibited, as well as water balloon fights, shaving cream, silly string and toilet papering.
14. ATV's and snowmobiles are not permitted on Ponderosa property for guests.
15. Campfires are allowed in APPROVED AND DESIGNATED areas only. Requests for campfires must be made in advance and require a permit from the Fire Department — fires are never allowed in the RV Area.
16. Please do not post signs to walls or buildings.
17. Plumbing is old and clogs easily, please ask your group to only flush appropriate items.
18. Do not leave doors or windows open and turn off lights when not occupied.
19. Turn off and unplug all electrical appliances when not in use. This includes coffee pots, curling irons, blow dryers, etc.
20. PLEASE BE AWARE WE DO HAVE WILD ANIMALS on the grounds. Have all campers take necessary precautions. Do NOT attempt to feed the wild animals.
21. Do NOT leave food in your vehicles. All food in your lodging must be kept in sealed containers.
22. Please do not "sell" snack items. We will open our snack shop for your convenience.
23. We ask that you pick up trash around the grounds and in the buildings. Trash bags should be tied and left inside the buildings near the doors.
24. Please leave the buildings as clean as possible. Additional charges WILL be incurred for any damages and/or excessive cleanup and will be billed to the sponsoring group and your coordinator.

#### Payment

Payment of all fees and expenses incurred will be due before checkout. Guest Relations Hours are 8:30 a.m. to 5:00 p.m. Mon-Sat. Winter hours are subject to change, please verify with Guest Relations.

#### Rescheduling

Please notify our office staff immediately if you wish to reschedule for the next year.

#### Drop Box

Please place keys in the drop box for after hour departure.

**Thank You for Visiting Ponderosa We Pray You Have a Wonderful Retreat!**

**Please let us know if we can serve you.**