

REGISTRATION POLICY FOR WEEKEND RETREAT:

A deposit fee (1/4 of your total cost) is required to reserve your space for a weekend retreat and will be applied to your final payment. Your final payment is due three weeks before your retreat date.

If you cancel 30 days prior to the retreat date, a refund, minus a \$50 cancellation fee, of your money will be given. You can also choose to reschedule your retreat date with no penalty.

If you cancel with less than 30 days' notice, we can apply your deposit fee towards another retreat date within one year's time; otherwise, you will forfeit your deposit fee.

If some unforeseen emergency should arise whereby the hosts are unable to host a weekend, all effort will be made to reschedule. Should that not be possible, your paid fees will be refunded.

REGISTRATION POLICY FOR HOURLY MEETING:

For a 4-6-or 8-Hour Meeting, total amount of fee needs to be paid at time of registration. If you need to cancel the original date, your fee will be applied to another date.

SOME GUIDELINES DURING YOUR STAY:

Check-in for a weekend retreat: any time after 10:00 A.M. on arrival date.

Check-out: 3:00 P.M. Modifications to check-in/check-out may be made if requested ahead of time and if no other retreats/events conflict.

Areas available: in addition to previously mentioned rooms, the dining room, family room with fireplace, living room, and entry are available to guests.

Rooms not available: the laundry/miscellaneous room (off the kitchen), the hosts' bedroom, and the basement level where the hosts will stay during your visit.

Bedding: 4 CEDARS provides sheets, pillows, blanket, comforter, and towel sets. Please bring your own personal items.

Smoking/Drinking: Smoking is not allowed in the house. Moderate drinking is acceptable.

Pets: We do not allow pets of any kind on the property for the benefit of fellow guests and house.

Possible Fire hazards: Do not use candles, electric blankets, or other potential fire hazards.

Heating tools used for embossing are allowed; unplug and store properly when not in use.

Emergency Telephone Numbers: A list will be provided for any problems that arise such as plumbing, electrical, heating if hosts are unavailable at the time.

Telephone: If someone needs to contact you due to an emergency and cannot reach you through your cell phone, he/she can call 563-212-1684. This is the phone number of 4CEDARSTimberFrame Retreat. Carol or Randy will relay the message to you if all possible.

Parking: Please park on the circle drive behind 4CEDARS TimberFrame Retreat.

Before You Leave 4CEDARS TimberFrame Retreat:

Leave house as you found it. (Note: We will strip bedding and vacuum after you leave.)

Do not leave any food in the cabinets, refrigerator, or freezer.

Although this rural area is considered safe, it is recommended that you close and lock all windows and doors at night. Close all windows and doors when you leave.

Turn off all lights including the fire pit lights.

If property is damaged or taken, you will be responsible for repair or replacement costs.

Weather/Emergency Related Issues:

We want you to be safe while driving to 4CEDARS TimberFrame Retreat. If the National Weather Service does not recommend traveling on your arrival date, we can transfer your payment to another weekend date.

- During a tornado watch, we will make the basement available for your safety.
- Fire extinguishers and smoke detectors are on each floor.

We appreciate your choice to stay with us at 4CEDARS TimberFrame Retreat.

Still Have Questions? Please contact us anytime: email info@4cedarsia.com or by phone 563-212-1684.