

Guidelines for Use of Lodge and Facilities
325 Sycamore Ln
Rutherfordton, NC 28139

Welcome and Blessings in the Name of the Lord!

1. You are welcome to move tables and furniture as needed, but please return all furniture to its original location.
2. We have place settings for about 30 people stocked in the kitchen. We strongly encourage the usage of these reusable items so we can all cut down on the materials going in to our landfills. Use them and run the dishwasher if possible.
3. Thermostat controls are located on the main floor to the right of the utility room door on the wall, and upstairs in the hallway beside bathroom door. Very rarely do you need the upstairs heat on as heat rises up the stairs and warms the rooms nicely. Please leave the upstairs heat off unless it is very cold. When leaving, turn heat down to 60* and A/C to 75*.
4. **When you leave please strip beds that *have been used* and place sheets, pillowcases and towels in tubs on each level. Do not remove blankets unless they are soiled. Vacuum and brooms are stored in the utility room and cleaning supplies should be located in all bathrooms if you need them during your stay.**
5. Ice machine is located in the utility room. Please turn off when leaving. Switch is located to the left of ice machine on the wall.
6. You may use the fireplace if it is closely attended and NEVER left unattended. Please make sure damper is OPEN. You may want to bring a fire log for starting purposes. Firewood is located on the porch or under the Lodge.
7. When outside, there are to be no activities of a deleterious nature i.e. foghorns, noisemakers, fireworks, fog or smoke machines, or loud concert-type music.
8. Please take all leftover food with you or make arrangements with staff.
9. For trash disposal, ask staff for location of dumpster.

**CHECK LIST FOR LEAVING
AND
CONTACT NUMBERS**

- 1. Thermostats are turned down or off.**
- 2. Ice Machine turned off.**
- 3. Dryer is not running.**
- 4. Take trash or make other arrangements with staff.**
- 5. Do not lock doors. Ministry staff will take care of lockup.**
- 6. SAY A PRAYER OF BLESSING FOR THE NEXT GROUP AND ALL ONGOING MINISTRY!**

Lodge phone is set for 911 calls only

**911 address
325 Sycamore Lane
Rutherfordton, NC 28139**

The River Ministries mailing address:

**325 Sycamore Lane
Rutherfordton, NC 28139**

**Dawn Jordan, Ex Director
Cell- 704-692-4358**

**Tom Calton
828-429-3370
Tim Calton
828-429-4578**

Code of Conduct

- 1. No alcoholic beverages allowed at any time.**
- 2. Campfires in designated areas only.**
- 3. No fireworks, fog horns or loud noisemakers of any kind.**
- 4. No outside 'concert' type music or amplified speaking events.**
- 5. All outside activities need to be approved by Ministry staff.**
- 6. All water activity is at your own risk. The River Ministries and Property owners are not responsible for accidents.**
- 7. The River Ministries will ask for a basic itinerary of your activities before use is approved and we reserve the right to deny certain activities if deemed inappropriate.**

I have read and agree to adhere to all guidelines and code of conduct for myself and all parties participating with the group/ministry that I represent.

Signature of Group/Ministry Rep:

Date:

Interview Questionnaire
(this is mostly for planning and organizational reports)

Group Name: _____

Contact Person: _____

Phone #: _____ **Email** _____

Address: _____

- 1. What type of mission and purpose does your group have? Are you involved in and support your community?**

- 2. What type of event are you planning?**

- 3. How many people will be involved and for how long?**

- 4. What type of activities are you planning and what equipment will be used?**

Date of proposed event:

TRM Administration use (makes 2 copies, send one, file one):

Date info packet returned: _____

Deposit: \$ _____ Suggested donation total: \$ _____

Items included: _____ Confirmation sent: _____

Approval by: _____

Returned: _____

MINISTRY AND PROPERTY INFORMATION

PROPERTY OWNERS AND THE RIVER MINISTRIES DESIRE FOR ALL WHO COME TO EXPERIENCE THE PRESENCE OF THE LORD HERE. SEVERAL ITEMS OF GENERAL SAFETY INFORMATION THAT WILL HELP THIS HAPPEN FOR ALL OF US:

- 1. THERE ARE SEVERAL FAMILIES THAT LIVE AND MINISTER ON THE SURROUNDING PROPERTY, PLEASE BE AWARE OF CHILDREN AT PLAY AND PEDESTRIANS.**
- 2. THERE ARE ANIMALS IN SEVERAL LOCATIONS ON THE PROPERTY- DONKEYS, GOATS, DOGS AS WELL AS WILDLIFE-TURKEY, DEER, BEAVERS, COYOTES, SNAKES.ETC. PLEASE BE CAUTIOUS AND SAFE AS YOU ARE WALKING IN ALL AREAS.**
- 3. THIS IS A RURAL, FARMING AREA! OTHER THINGS YOU MAY ENCOUNTER WHILE ON THE PROPERTY- ATV'S, TRACTORS, MOWERS, OTHERS WALKING OR RIDING, VOLUNTEERS MAINTAINING THE PROPERTY, ETC. AGAIN-BE ALERT AND SAFE! We do our best to respect the privacy needs of each group.**
- 4. FOR YOUR SAFETY PLEASE OBEY ALL PROPERTY BOUNDARY MARKERS AND SPEED LIMIT SIGNS. THEY ARE THERE FOR THE PROTECTION OF ALL.**