



## Older Adult Policies & Procedures Session 2017

### APPLICATION/DEPOSIT/ROOM ASSIGNMENT INFORMATION

- We schedule all of our guests on a first-come, first-serve basis.
- We will hold your projected date(s) upon receipt of your completed application form and a **\$50.00 non-refundable deposit per person. Reservations are not honored unless a deposit is paid.**
- Deposits are only transferable within current or next year, provided that space is available.
- The balance due will be paid upon your arrival at Ladore Conference Center.

### CHECK IN/CHECK OUT TIME

- Our check in time is after 3:00 PM – Check out time is 9:00 AM

### SMOKING & ALCOHOL USE

- Smoking is only allowed outside the building. Please use the designated smoking area only.

### HOUSEKEEPING

- Ladore does not provide daily maid service. You will be required to take care of your room while you are here.
- Towels are changed mid-week.

### ROOM MATES

- Ladore does not assign roommates. If you would like someone to room with you it is your responsibility to find someone.
- Rooms are to be occupied by married couples or persons of the same gender only.

### GAME ROOM

- The game room is closed during Chapel hours, but is open at all other times.

### PEDDLE CARS

- The peddle cars are available for your pleasure and recreation; we ask that you ride them in the designated areas and that you wear a helmet while operating them.

### EMERGENCIES

- In the event of an emergency please contact the Hospitality Desk in the Main Lobby of the Lodge. For emergencies after hours our Resident Host lives on the second floor of the Lodge, in the primary hallway just beyond the lobby stairway. A large sign is on the door, which reads **RESIDENT HOST**. Phone Extension #165.
- For Critical emergencies requiring immediate attention there is a phone on the wall in the lobby and in the hall by the lounges on both floors. You can dial 9 for the outside line and then dial 911. Inform the operator you are calling from **The Salvation Army-Ladore Conference Center located at 398 South Street in Waymart, Pa 18472.**

### INSURANCE

- The Salvation Army carries appropriate liability insurance for the operation of Ladore Conference Center, however any medical bills incurred during your stay here due to injury or illness will be your personal responsibility, not the responsibility of The Salvation Army. In the event of injury or illness and transportation to the hospital is necessary we will call the ambulance to transport you. Your room mate or a member of your group will be required to go with you.

### HOSPITAL INFORMATION

- Wayne Memorial Hospital is located on 601 Park St (Route 6), Honesdale, PA 18431. The telephone number is (570) 253-8100.

### FIRE SAFETY

- Please be familiar with the nearest exit in the event of a fire. In the event the alarm sounds go to the nearest exit and move away from the building, and move to the flagpoles in front of the Lodge. Do not attempt to take your things with you.

### MEDIA PERMISSION

- Your registration for an event indicates your permission for use of photos and video of you and your family for promotional purposes. If you are opposed to having your picture/video taken and possibly used in this way, please inform the front desk.

### SPECIAL PROJECTS

- The Ladore Staff does not accept tips, but money that is left in appreciation of service is put into the special project fund. This money is used to improve/enhance the comforts of the conference center.

**Signature:** \_\_\_\_\_

(Ladore reserves the right to refuse participation to anyone disrupting the program.)