

Sandy Plains ARP – Bonclarken Cottage Use Policy

I. Oversight & Purpose

1. The Session of the Sandy Plains ARP Church has oversight as to the use of the Sandy Plains ARP Church Bonclarken cottage (FOG XI B2t).
2. The Session of Sandy Plains ARP Church reserves the right to, at its sole discretion, make exceptions to any or all of these policies on a case-by-case basis. Such exceptions will be recorded in session minutes.
3. The Session of Sandy Plains ARP Church makes this cottage available to all its members (and others according to the policies outline below) for their enjoyment and benefit. All who make use of this cabin commit to act in a manner becoming of a Christian during their stay.

II. Reservations

1. Reservation requests for use of the Bonclarken Cottage shall be made in writing to the pastor or by using the form on the church website. A reservation should not be considered as accepted until the pastor has responded in writing or by e-mail indicating its acceptance.
2. Requests made by members of Sandy Plains ARP Church will be given priority. Members may submit reservation requests up to six months in advance. Non-members may submit reservation requests up to one month in advance.
3. Between the months of May and October, no one may request use of the cottage for a period of longer than one week.
4. No one may request reservations for dates when denominational or presbytery conferences are taking place at Bonclarken.
5. When denominational or presbytery conferences are occurring at Bonclarken the cottage will be available to members only. During the day the cottage will be available to any members who have use of it. Members will be allowed to sleep in the cottage during such times under the following conditions:
 - a) They have informed the pastor of their desire to do so in writing more than one week before the start of the conference

b) The pastor does not already have sleeping space reservations from other members that result in the cottage being full

c) All other cottage rules and policies are observed

III. Fees

1. The fees for use of the cottage are:

Member: \$25 per night Non-member: \$50 first night + \$25 each additional

2. All guests will be required to pay a cleaning fee of \$75 per stay. This fee will be waived if the guests:

a) Clean all bathrooms (toilets, sinks, floors)

b) Clean the kitchen, including any dishes used

c) Remove all trash and garbage from the cottage and put in the dumpster behind the Bonclarken hotel

d) Sweep or vacuum all floors

e) Clean and empty the refrigerator

f) Turn off the hot water, put A/C at 80 in summer and heat at 62 in winter

g) Make sure all stove units and oven are off

h) Turn off all lights, close windows, open all window blinds and lock doors.

3. The session is the sole arbiter for whether or not the conditions have been met and the cleaning fee is to be waived. Any guest who does not pay the cleaning fee and does not meet the conditions for the cleaning fee to be waived will not be permitted future use of the cottage.

Cleaning supplies will be available in the cottage.

IV. General Rules

1. Keys to the cottage are located at the Bonclarken office. The Bonclarken office is instructed to disburse each key upon receiving a five dollar security deposit for each key. When the key is returned to the Bonclarken office the five dollar deposit will be returned. By acquiring the key from the Bonclarken office you are agreeing to obey all of the rules and policies set forth in this

document.

2. No group or individuals under 21 nor unmarried couples shall be granted use of the cottage unless properly chaperoned. The chaperones must include both male and female adults if the group using the cottage is both male and female. The chaperones must be approved by the Session of the Sandy Plains ARP Church. The chaperones will be held accountable for the actions of those using the cottage.

3. No furniture, decorations, or any contents shall be removed from the cottage nor placed in the cottage without consent of the Session.

4. Smoking is not permitted in the cottage.

5. Pets are not permitted in the cottage.

6. All food, soap, linens (dish towels, towels, wash rags, sheets, pillow cases, blankets, etc.) and personal items shall be furnished by the users of the cottage and removed at the conclusion of their stay.

7. Sandy Plains ARP Church will furnish garbage bags, toilet tissue, light bulbs, paper towels, and cleaning supplies.

8. Should you use the last of any of the supplies listed in general rule #7 please inform the pastor or an elder of Sandy Plains ARP Church.

6. Food is not permitted in the cottage bedrooms.

7. The hot water switch, which must be turned on when you arrive, and turned off when you leave, is in the breaker box over the stove.

8. Any group using the cottage is liable for any damage that may occur. All damage must be reported immediately to the Session of the Sandy Plains ARP Church (828-863-2117).