

Coastal Retreat Center

P. O. Box 224, Isle of Palms, SC 29451-0224

Non-SC Lutheran Organization Information and Guidelines

OFFICE HOURS: 9:00 am - noon

www.sclrc.com

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DIRECTIONS: From I-26 East, exit on I-526 East toward Mt. Pleasant. Take the Georgetown exit Hwy 17 North. Go 1 ½ miles, turn right at light onto Hwy 517, go to Isle of Palms, turn left on Isle of Palms at light. Go to white Methodist Church, turn right. The *Coastal Retreat Center* is on your left on the corner at 2101 Palm Boulevard.

The *Coastal Retreat Center* is owned and operated by Lutheran Conference and Retreat Centers, Inc., which is an institution of the South Carolina Synod of the Evangelical Lutheran Church in America. **The *Coastal Retreat Center* exists to provide facilities for retreats, meetings, workshops, and conferences. It is a place apart for growth and renewal.**

USE OF THE CENTER: Reservations may be made by contacting the Center between the hours of 9:00 a.m. and 12:00 noon, Monday through Friday. Congregations and ministries of the SC Synod may make reservations the first day of each month for that month the following year. After the 15th day of the month, open dates may be reserved by those other than SC Lutherans.

A non-refundable binder of \$50 or 25% of the deposit amount (whichever is greater) is required 10 business days from the date the reservation is made in order to secure the requested dates. The balance of the deposit will be due 90 days before arrival. Cancellation 60-90 days before date of reservation will forfeit 50% of the deposit. No refunds will be given for cancellation within 60 days. Total deposit is based on the single occupancy rate for the number of rooms reserved. Rooms reserved and not used are subject to full payment.

The Center has 20 bedrooms. Ten bedrooms have two double beds and 10 bedrooms have a double bed and a bunk bed. All rooms have a private bath.

RATE SCHEDULE: (Effective 01/01/05. Subject to change without notice.) Rates are per night.

	Per Room
Single Occupancy	\$51.00
Double Occupancy	\$62.00
Triple Occupancy	\$72.00
Quad Occupancy	\$76.00

*No charge for children aged 10 & under in room with parent(s) 01/01/05NL

Lodging rates are structured to encourage good stewardship of space by having more people in a room at less cost per person.

DAY USE OF CENTER: \$2.00 PER PERSON; MAXIMUM \$50.00 (All groups)

Day use rates include use of dining room, meeting room(s), and recreational facilities on site.

LINEN SERVICE RATES: (Optional but available with one-week's notice.)

Bed (sheets and pillow cases)	\$10.00 per bed
Bath (towels and washcloths)	\$6.00 per person

*Pillows, mattress pads, blankets, and spreads are provided by the Center.

ACCESSIBILITY: Entrance to the center is on ground level. An elevator provides access to the second floor. Public restrooms and 2 bedrooms are **wheelchair accessible**.

KITCHENS: Groups are responsible for their own meals. Meals may be prepared and eaten in the common kitchen and dining areas by each group. The Center's three kitchens have residential-type appliances and equipment. Pots, pans, trays, silverware and serving utensils are furnished. Plates, cups, napkins, etc., are NOT furnished.

Food service is available at a cost of \$25.00 per person, per day, 20 person minimum required.

DAMAGES: Groups using the facility are responsible for any damage.

SMOKING: *Coastal Retreat Center* is a smoke-free facility. Please dispose of butts in a safe and responsible manner when smoking anywhere outside.

ALCOHOLIC BEVERAGES: If more than one group is occupying the center, no alcoholic beverages shall be consumed in public areas. Possession by anyone under legal drinking age or abuse by anyone will result in that person or persons leaving *Coastal Retreat Center*, and payment for reserved lodging and meals will be due.

SKATEBOARDS, WATER GUNS, BALLOONS: Not permitted.

PETS: Not permitted.

FIREARMS AND ILLEGAL DRUGS: Not permitted.

CURFEW: **Outside court** area is 9:00 p.m. with court lights out.

Inside building is midnight; lights out and outside doors locked. Groups are responsible for lights and locks. Keys are provided to each group.

FIRST-AID AND EMERGENCY HELP: Supplies are on the storage room door off the kitchen.
Call 911 for fire, police or medical assistance.

CHECK-IN time is 4:00 p.m.

CHECK-OUT time is 11:00 a.m.