

## **RETREAT CENTER INFORMATION & GUIDELINES**

### Check-In and Check-Out Procedures

The main entrance to the McCurdy campus is on McCurdy Road about ¼ mile north of the intersection and traffic light at 76 and 583. The Bachman Administration Building will be in front of you on the right. You will proceed on the road in front of you on the right. You will follow that road around the campus to the Pilling-Robinson Retreat Center (see enclosed map).

ALL visitors are expected to observe campus rules and regulations. These rules apply to adults as well as youth and they are part of our witness to our community.

One adult team leader, for every three youth, shall be responsible at all times including in the Retreat Center and on work projects.

- **SMOKING, ALCOHOL AND DRUGS are prohibited anywhere on campus.**
- Quiet hours at the Retreat Center are from **10:00 p.m. to 6:00 a.m.**
- Use front doors of the Retreat Center only. Other entrances are emergency exits. This is a security measure to protect you and your belongings.
- Groups will provide dining room and kitchen help as directed by the kitchen supervisor.
- Shoes and shirts must be worn in the dining room and during all meals. **NO HATS** please.
- Be on time for meals, meetings and activities.
- In case of illness or injury, no matter how slight, report immediately to the nearest team leader.
- Wear head covering during the day to protect from sunstroke. **DRINK A LOT OF WATER** and wear sunscreen!
- Coin operated washers and dryers are available should the need arise.

Groups are responsible for any damage to facilities. If you note any damage, report it at once to the Retreat Center Supervisor or team leader, and the Office of Church Relations.

At check-out time place all linens with the exception of mattress pads, quilts or blankets, in the barrel in the head of each wing; and place clean linens on the bed. Linens can be found in the Linen Closets in the south or east wings.

Cleaning includes common areas in each wing occupied, hallways, rooms and bathrooms, and empty the trash (in all the areas listed). A trash dumpster can be found outside the South wing. Cleaning supplies can be found in the Supply Closet on the northeast side of the Retreat Center Lobby.

Groups should not leave until rooms have been checked by the team leader and **rooms key have been left in the appropriate rooms.**

## What to Bring

**Personal:** Bring your own toiletries. Bedding and towels are provided.

**Clothing and shoes:** Comfortable clothing is all that is needed. Jackets, slacks/jeans, and a long sleeve shirt may be needed for the cool evenings in the summer. You may want to bring a hat if you plan on sightseeing or being in the sun. Comfortable walking shoes are a must.

**Medications:** Leaders should be aware of team members' allergies such as food, insects, plants and medicines. They also should be aware of chronic illnesses.

## Dress Code

We ask that you comply with the McCurdy School dress code. This dress code applies to adults as well as youth. Pants must be worn at the waistline. Shorts should not be shorter than mid thigh. Mesh shirts, cutoff tops, tank tops, t-shirt strap shirts, spaghetti strap tops and exposed sports bras/tube tops are not allowed. No skin should show in the midriff or back. Please do not wear clothing that displays words or symbols about drugs, alcohol, tobacco, violence, racism, death or satanic symbols. Ladies should use modesty when it comes to the necklines of tops. Camouflage clothing is not allowed.

## Emergency Information

Espanola Hospital – main no. 505-753-7111      Urgent/Walk-In Care 505-753-8756  
Pharmacies: Wal Mart 505-747-0427      Walgreens Drug Store 505-753-6993  
Espanola Police, non-emergency dispatcher 505-753-5555

## Points of Interest

<u>Location</u>	<u>Time estimate (includes round trip drive)</u>
Pueblos*: San Juan, Santa Clara, San Ildefonso, Picuris, Taos, & Nambe	½ -1 day
Chimayo: Hispanic weaving and Santuario de Chimayo	2-3 hours
Bandelier*: national monument, cliff dwellings, and hiking trails	½ day +
Los Alamos: the atomic city, Bradbury Science Museum	3 hours
Santa Fe: oldest capital	½ day
Truchas-Trampas-Penasco: high road to Taos, Hispanic mountain villages & scenery	½ day +
Ghost Ranch: museum, hiking trail, labyrinth, Abiquiu and Echo Amphitheater	½ day +
Jemez Pueblo and spring: high country trip	1 day
Ojo Caliente: hot springs	½ -1 day

\* Entrance fees are the responsibility of participants.

When Native American ceremonials are held we encourage visiting groups to take the afternoon off to observe the dances. Pictures are usually not allowed.

**Restaurants:** There is a wide variety of fast food restaurants in Espanola as well as several restaurants that serve good northern New Mexico cuisine such as: El Paraqua, Angelina's, Los Arcos, and Dos Amigos. We also recommend Embudo Station in Dixon (late spring thru early fall) and Rancho de Chimayo in Chimayo.

**Pilling Robinson Retreat Center  
Registration Form**

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

We wish to reserve the Pilling Robinson Retreat Center from \_\_\_\_\_ to \_\_\_\_\_  
for the purpose of a \_\_\_\_\_.

**A deposit in the amount of \$100 is enclosed.**

The expected arrival time of the group is \_\_\_\_\_ on \_\_\_\_\_, and our departure will  
be at \_\_\_\_\_ on the \_\_\_\_\_.

As the group leader I have read the guidelines and have shared that information with the participant. \_\_\_\_\_  
Initial