

Ponderosa Retreat & Conference Center

General Guidelines

15235 Furrow Road, Larkspur, Colorado ~ 719-481-2482 www.VisitPonderosa.com

Please review the following information. The information and guidelines will help to make your event at Ponderosa a success for your group, other guests, and the Ponderosa Staff. Some of these guidelines are MANDATED BY COLORADO LAW.

IF AN EMERGENCY OR SPECIAL NEED SHOULD OCCUR DURING YOUR STAY AT PONDEROSA YOU MAY CALL OUR EMERGENCY NUMBER--719-481-2482 Ext 9. _____ WILL ASSIST YOU. HOWEVER, IF THERE IS A SERIOUS MEDICAL OR SAFETY EMERGENCY, FIRST CALL 911.

Meal Times are: **Breakfast 7:30a.m. Lunch 12:00 Noon. Sat-Thu Supper 5:30 p.m. Fri Supper 6:30 p.m.**

When we serve large numbers of guests we may need to stagger meal times. **Please be prompt for meals; they are not served with an open ended time**

Guidelines

1. **ATTENTION!! NO food or drink is permitted in the MAIN CHAPEL. Water is acceptable.**
2. Normal check in time is 4:00pm and check out time is 1:00pm.
3. Alcohol, Marijuana and illegal drugs are NOT allowed on the grounds at any time.
4. Smoking or Vaping are NOT allowed in any buildings or on the grounds.
5. Quiet time begins at 11:00pm. All groups must be in assigned lodges at this time.
6. ATV's, scooters and snowmobiles for guests are not permitted on Ponderosa property.
7. Campfires are only allowed in designated and approved areas, and must be reserved 15 days in advance.
8. Clothing will be modest and appropriate for a Christian atmosphere. Shoes must be worn at all times.
9. Group Leadership must prohibit inside water fights and water balloons, shaving cream, paint, and toilet papering or any destructive behavior of this nature.
10. Do not remove screens from windows.
11. Linens and towels are provided in the private rooms only.
12. All food in dorm lodging must be stored in closed containers. No hot food is permitted to be prepared or served in lodging areas.
13. Groups may not "sell" snack items; make a reservation in advance for snack shop hours.
14. Turn off and unplug all electrical appliances when not in use, including coffee pots, curling irons, blow dryers, etc.
15. Please do not tape, nail, pin or use anything on the walls. You may use painters tape with permission from our staff. Permission must be obtained to post anything on the walls.
16. Pick up trash in and around building, trash bags can be tied and left inside the buildings. Leave your dorm or room as clean as possible. An additional charge will be assessed for any excessive cleanup, damages or peeled paint.
17. No open flames or wax candles may be used in any of our buildings.
18. All recreation should be booked at least 30 days prior to your retreat. To reserve recreation contact the Recreation Director at 719-481-2482 x3
19. A gate access code will be issued to your main group contact about 30 days prior to your event. You must give this code to all attendees who are driving or they will be stuck at the gate.

Payment

Payment of all fees and expenses will be due at time of check in. If additional charges are incurred they will be due before check out.

Rebooking

If you would like to rebook your retreat for the same date next year please see staff in the office while you are here.

Drop Box

If the office is closed at your departure time please place keys in the drop box under the office window.

Thank You for Visiting Ponderosa We Pray You Have a Wonderful Retreat!