

## Lael, Inc. Application Policies and Procedures

1. Reservations are made on a first-come, first-served basis, pending approval by the Lael Board of Directors. The Board has established a policy that reservation dates are approved only after payment in full of the Utilities/Maintenance fee. Your contribution toward these expenses should accompany your application.
2. Reservation requests are to be made in writing at least one month before expected use. Request application forms by sending an email to [office@fpcmoscow.org](mailto:office@fpcmoscow.org), calling the First Presbyterian Church office at 208-882-4122, or downloading a form from our website at [fpcmoscow.org/lael-retreat.aspx](http://fpcmoscow.org/lael-retreat.aspx). Send completed application to Lael Inc, 405 S. Van Buren St., Moscow, ID 83843. All requests should be accompanied by a check payable to Lael, Inc. to cover utility and maintenance costs for your stay. If you should need to cancel your approved reservation, your fees will be refunded if the cancellation occurs more than seven (7) days prior to the first day of the event reservation. Refunds for cancellation less than seven (7) days prior will be at the Board's discretion, unless another request for the same date has been received and denied, and cannot be rescheduled. Utilities/Maintenance fees for Lael use are listed on the reservation form. Upon approval of your application by the Lael Board, you will receive a reservation confirmation and receipt for your fees.
3. Any group using this facility does so at its own risk. Lael does not assume liability for the safety of any group or individual while on the premises. It is highly recommended that you check your insurance policy for coverage. Any group using Lael must also take responsibility for providing adequate counselors/supervisors for all activities. Any group using Lael is responsible for any damage done to the premises during its use.
4. When you arrive, a Lael representative will be at the facility to make certain that everything is in order for your use and to answer any questions you may have. A Lael representative will also be on the site at the time of your scheduled departure to secure the facility. If you have any problems with the facilities or have suggestions for improvements, we encourage you to discuss these with the representative at this time. Since Lael does not have a full-time caretaker on site, special arrangements are made to have a representative on site at your designated arrival and departure time. If your plans change, it is your responsibility to notify the First Presbyterian Church office at 208-882-4122 during regular office hours (Monday through Thursday, 8:00 a.m. until noon). Failure to do so may result in your group's inability to access the facility.
5. Users will provide sleeping bags and pads/cots, food, kitchen utensils, cookware, and table service (paper plates, cups, etc.). Groups may wish to bring drinking water, since our well, like most wells on the Palouse, has a high mineral content. Bathroom and cleaning supplies are provided. A first-aid kit is also provided.
6. Outside fires are permitted only with advance permission and only in the existing fire ring. Because fire danger is high in the grass and forest areas, it is important to be extremely careful with matches, cigarettes and other flammables at all times.
7. Alcohol is not allowed on the premises and smoking is not allowed in the buildings. Paintball activities are prohibited. Except for guide dogs, animals are not allowed in the buildings. Pets are permitted on the grounds but must be kept outside of all buildings and under the control of the owner. Owners must clean up after pets.
8. Please do not use flower petals (real or artificial), rice, bubbles, birdseed, confetti, or the like inside the buildings. Outside, you may send the couple off with birdseed (no rice), bubbles, dried or fresh flower petals, or similar environmentally-friendly materials that will not harm wildlife and will naturally decompose.
9. Users are responsible for cleaning the facility after their event, including vacuuming the Chapel, cleaning the bathrooms and kitchen, and sweeping and mopping the floors in the Barn. Turn off the electrical equipment, including stoves, fans, heaters, lights, etc. Remove all food from the kitchen, including from the refrigerator. We encourage you to place recyclable materials in the container provided, and to put all non-recyclable garbage in the provided garbage cans. A Lael representative will dispose of the garbage. If the facility is not found in good order after you leave, a damage or cleaning fee will be charged.
10. In case of emergencies, the Troy Fire/Ambulance telephone number is 208-835-2601 or 911. Lael's fire code is 318. The address of Lael Retreat Center is 1181 White Pine Flats Road.