

Use Guidelines for Willard Retreat House

- Groups may use any dishes, kitchen implements, coffee maker, tea kettle etc.
- To access the house before your group time, go to the front door and enter the **combination 5656** to open the lockbox containing the spare key. Please replace the key immediately, close the box, and reset the combination. Please do not share the combination with others. In the event that you are locked out, you may call Public Safety at 565-6222 to let you in.
- To access the internet, select “Monroe house”; the password is 909monroe
- Extra folding chairs are available in the bedroom closet. Please return them after using the chairs.
- No fires in the fireplace.

Prior to leaving:

- Wash all mugs/dishes and coffee pot, empty coffee pot filter
- Wipe down kitchen counters
- Turn off lights
- Return chairs to original places
- Throw away trash and recycling (trash can & recycling bin are located to the left of the microwave in the kitchen). Do not leave out any unsealed food.
- Clean out sink drains and/or use garbage disposal if necessary (please use disposal *only for incidentals* that fall down the drain)
- Make sure coffee maker is turned off and check oven and stove.
- Return thermostat to off by pressing far left button until it shows “off”
- Make sure all three doors are locked—back door off laundry room, sliding door from office, and front door
- Make sure key has been returned to the lockbox

Please promptly report any damage to furniture or any part of the Willard Retreat House to McKenna Donner (mddonner@westmont.edu).

Standards given in Westmont’s Community Life statement apply at the Willard Retreat House (i.e., no alcohol, no smoking, etc.)

I agree to be responsible for the above guidelines.

Name

Date