

Hunt Retreat Guidelines and Usage Groups other Than HFBC

Eligibility

Any Christian ministry or Christian non-profit organization is eligible to use Hunt Retreat for retreats and staff meetings. All meetings must be primarily focused on spiritual growth, relaxation, rest, and renewal.

Reservations

1. Reservations are made through the Hunt Retreat Director at 713.303.6374.
2. Weekend reservations may be made no more than 180 days in advance.
3. Weekday reservations may be made up to 12 months in advance.

Exclusive Use/Shared Use

1. To have exclusive use of the facility, all nine (9) bedrooms must be booked.
 - a. If a group chooses not to book all nine (9) rooms, they understand they may be sharing the facility with another group.
 - b. The first group will be notified if another group is requesting the same dates. The first group will be given the option to then book the remaining rooms. If they choose not to, the second group's reservation will be confirmed.
 - c. All 9 rooms must be booked with holiday reservations. (see attached rate sheet)

Overnight Check-in/out

1. Check-in is no earlier than 4p. Day rates will apply for early check-in. Early check-in may not be available in all situations. Check with the Retreat Director to request early check-in or late check-out.
2. Check-out is no later than 10a except on Sundays when checkout is noon. Day rates will apply for late check-out.
3. Any other arrangements are subject to approval from the Hunt Retreat Director.

Rates

Contact the Hunt Retreat Director at 713-303-6374 for rates.

Large Group/Events (Day Use only)

350 people max allowed on the property. Check with Retreat Director for exceptions.

Payment

All payments will be made through the Fitness and Recreation Ministry Administrative Assistant. Payment may be made by cash, check, or credit/debit card.

- a. Day Use reservations require a non-refundable deposit of \$100 or 50% of anticipated fees, whichever is lower, at the time of reservation.
- b. Overnight reservations require a \$200, non-refundable deposit at the time of reservation.
- c. The balance is due no later than 1 month out from the event (100% non-refundable less than 1 month out).

Cancellations

1. Greater than 60 days out from event:
 - a. An Administrative Fee (\$200) will be charged to the account # given.
2. Less than 61 days out from event:
 - a. 50% of the total estimated charges or \$200 (whichever is greater) will be charged to the account # given.
3. If Hunt Retreat is able to re-book the dates you are cancelling you will receive a refund minus the Administrative Fee/Deposit. You will be notified by the Hunt Retreat Director should this occur.

HUNT RETREAT

Hunt Retreat Usage Guidelines

† **RELAX** - Hunt Retreat is just that, a retreat. This is a place of refuge, where you can get away from the everyday pressures of life.

† **HAVE FUN** - God wants you to enjoy this time.

† **BE INVOLVED** - Enjoy the other members of your group. God has all of you here for a reason.

1. Thermostats are set for the most efficient use when the building is not in use. Feel free to set them to your comfort level during your stay. They will be reset by remote at the conclusion of your event.
2. Bed linens, bath towels, kitchen towels, etc. should be left on the floor of the utility room. Separate them into piles for flat sheets, fitted sheets, and pillow cases. The laundry equipment is for use by retreat staff only. **When stripping the beds, unless told otherwise, leave the blanket and comforter on the bed to look like it is made. Also leave the pillow protector on the pillow.**
3. Remake your bed with the white cotton blanket and comforter.
4. Please remove any opened food containers in the refrigerator. Unopened containers may be left if you wish. Please leave the kitchen in the same condition that you found it.
5. Paper towels and toilet paper are located in the upper cabinets of the utility room next to the dryer.
6. If you encounter water, A/C, or electrical problems, please call the Director at the number provided to you.
7. Wireless service will be made available at the group leader's request. This service is provided to facilitate Bible Study and Christian growth. It is not intended for casual browsing or social networking.
8. The First Aid kit and a list of emergency numbers are located on the counter in the utility room.
9. Users of the Retreat will be financially responsible for any damage to the property (grounds, furnishings, buildings, or equipment)
10. A group may use the Retreat no more than twice per calendar year to ensure availability to others.
11. While fishing in Bessie's Creek is allowed, no other water activities are permitted.
12. The use of firearms, archery equipment, or fireworks is prohibited on the property.
13. Outdoor fires will be allowed in areas designated by the Director. When state or county burn bans are in effect, all outdoor burning will be prohibited. You will be notified of any bans prior to your arrival date. Please ensure that all fires are fully extinguished prior to leaving the immediate fire area.
14. Retreat guests are not allowed on any of the adjoining properties.
15. Pets are not allowed at the retreat.
16. Before leaving please walk the grounds and pick up any trash. All trash is to be placed in the dumpster and the lid closed.
17. **Hunt Retreat is a "Tobacco and Alcohol Free" facility.**

Amenities

1. All bedding, towels, hand towels, and wash cloths are provided.
2. Paper towels and toilet paper are provided.
3. Showers have a body wash/shampoo dispenser. You may bring your own if you wish.
4. Gas fireplace
5. Wi-Fi and A/V equipment, including CD and DVD player, i-pod/pad/phone connection (Passwords will be made available to the group leader/s.)
6. Coffee dispenser in the meeting room.
7. Dishes and flatware are provided. If you wish to avoid washing dishes, you may bring your own disposable ones.
8. Pots and pans, serving spoons, spatulas, tongs, pie servers, baking sheets and pans, hot pads and gloves, mixing bowls, frying pans, coffee maker, tea maker, food processor, toaster, hand mixer.
9. Ice machine, refrigerator, 6-burner gas range with oven, wall oven, microwave, dishwasher.
10. Several board and card games are available. You are welcome to bring others if you desire.
11. Charcoal smoker/grill. We provide the wood. You provide charcoal and lighter fluid.
12. Gas grill. Propane is provided. There is a \$100 cleaning fee if the gas grill is not cleaned.
13. Fire pit (For use only as outlined in #13 above in the Usage Guidelines.)
14. Softball field (bring your own equipment)
15. Sand Volleyball
16. Horseshoes
17. Disc Golf

Items that you may want to bring with you:

1. Personal toiletries
2. Bible/Study materials
3. Note Pads/pens
4. Hair dryer
5. Charcoal/lighter fluid
6. Electronics Chargers
7. DVDs/CDs