

Heartland Center

Nunemaker Lodge, Cray Lodge, and Meeting Spaces

Guidelines

- Please keep rooms tidy and take trash to dumpster when necessary.
- Keep outside doors shut. If you would like to open your doors or bedroom windows, please make sure the heat and AC are turned off. Do not leave outside doors open in the evenings or overnight.
- No tacks in walls. No duct tape or packing tape on walls. Blue tape, masking tape, and removable glue dots are OK.
- Remove any room assignments or other signage and window paint before departure.
- No glitter or confetti.
- Keep all tables and chairs inside.
- Report any maintenance issues to a Heartland Staff Member.
- Be respectful of other guests on property and the nature around you.
- Park cars in designated areas only; no off road driving.

Hotel Room Check-Out List

Hotel Room Check-Out: by 10:00 am

- **Remove Linens from Beds.** Place sheets and towels in laundry bins located in the downstairs hallway (or on tile if bins are not present). Leave mattress pad, blanket, and pillows on beds.
- **Collect all trash** from each room and place trash in large trash cans located in the downstairs hallway.
- Turn off all lights.
- Leave furniture the way you found it.
- Check entire room for clothing, cell phone chargers, shampoo, and other personal belongings.

Meeting Space Check-Out List

Meeting Space Check-Out: _____

- **Arrange chairs and tables to the edges of the room.** (See configuration posted)
- **Collect all trash** from meeting space and common spaces and place in the dumpster located behind Grace Hall.
- Turn off all lights.
- Check entire room for clothing, cell phone chargers, and other personal items.
- Wash coffee maker/carafes. Remove all food from refrigerator and freezer.
- Consider praying for the next group using the space.
- Return all keys to office. (If checking out on Sunday before 12pm, leave your keys in the lobby.)
- If applicable: Complete "Equipment Check-Out/Check-In" sheet and return to office.