



Welcome to  
*Miller Hall*

**Thank you for booking your retreat at Albion Campus Retreat!**

- No smoking in Miller Hall at any time.
- Do not move furniture such as piano, beds, couches, unless pre-arranged with host.
- Do not enter historic boarded up buildings unless scheduled tour with host.
- Check-in time is 4 pm- Check-out time is 12 pm
- No pets allowed inside Miller Hall- NO MORE THAN 2 OUTSIDE DOGS PER GROUP
- Remember no lifeguard is on duty and no one under 14 allowed inside the pool or spa without adult supervision at all times
- Key canister located in upper cabinets above counter- individual keys for rooms

**\*\*\*Do not apply tape to any walls or trim inside Miller Hall as the paint comes off.**

**Just a few things to consider:**

1. Sprinklers are always on and being rotated around the campus. Notify us if you need them off for a certain location. Do not attempt to turn them off yourself!
2. Notify us of any tents or trailers coming with your group.
3. The pool is **shared** with guests at Miller Hall and The President's Cottage. The outside game activities are exclusive for Miller Hall guests. The campus grounds (besides next to Miller Hall) are shared with Comish Hall Event Center.
4. Have kids step in small foot pool provided before getting in and out of hot tub. This keeps it cleaner.
5. Use dutch ovens in gravel area and do not place hot ovens on the green lawn.
6. Individual room keys are located in a blue canister in the upper cabinet above the counter. Please make sure all keys are returned.
7. Banana bikes are available for rent and should be used only on the campus.

**WIFI Password- albiongrove8002**

## CLEANING INSTRUCTIONS BEFORE LEAVING:

- Wash all dishes, pans, and/or utensils and return them to their proper place.
- Clean the grills (using water and wire scrubber only, NO SOAP)
- Clean oven, fridge and all surfaces in kitchen. Put soiled cleaning towels in laundry basket.
- Return all folding chairs and tables used to their original place
- Put all soiled towels and showers rugs in laundry basket.
- Remove sheets and pillow cases from used queen beds and pile on bunk bed in each room. *Do not remove mattress cover or pillow shams unless soiled.*
- Sweep all wood floors in kitchen, hallways and bedrooms. Sweep under beds and couches.
- Vacuum rugs in hallways and 3<sup>rd</sup> floor recreation room. A vacuum is placed on 1<sup>st</sup> and 3<sup>rd</sup> floors.
- Gather trash from kitchen, bathrooms and outside and place in dumpster. Replace new bags in cans.
- Gather up all outdoor play equipment (balls, rackets, etc.) and return to storage room.

**For assistance call retreat manager Jeralee Jones 208-312-2453**

**For reservation and billing info call Heather Mortensen 208-312-8484**

### Supplies we provide

Bathroom hand, cleaning, kitchen towels  
Linens for **queen beds only**  
hand soap, dish soap  
toilet paper  
garbage bags  
glass plates (service of 45)  
bowls, cups, glasses (service of 60)  
silverware (service of 60)  
2 griddles, coffee pot, toaster  
serving bowls, cookie sheets  
serving and cooking utensils  
pots, pans, casserole dishes  
10 oblong 6 ft. tables  
chairs for 80  
black linen table clothes  
2 gas grills  
8 picnic tables (seating 8)  
25 patio chairs  
piano keyboard  
indoor sound system  
cleaning supplies  
Piano  
Projector screen with stand  
Screen and projector in game room

### Supplies you provide

**bath, beach towels**  
**bedding for all bunk beds**  
shampoo, soap, personal hygiene  
paper towels  
paper plates  
paper bowls, cups, etc  
plastic silverware  
food (of course!)  
Baby cribs, baby items  
DVD, VHS movies, game systems  
Firewood (or you can buy \$5 bundle)

\*See Campus Activities below for list of outside games

## **Guest Policies**

Check in/Check out:	Check-in time is 4pm. Check-out time is at noon.
Security Deposit:	30% non-refundable deposit is required at time of booking. Deposit is applied towards booking fee.
Minimum Nights:	Summer bookings require a 3-night minimum on weekends and 2 night minimum on weekdays. Off season is a 2-night minimum on weekends.
Balance Due:	Remainder of balance due 90 days prior to scheduled event for summer bookings and 30 days prior to booking for off season.
Cancellations:	Booked events are non-re-fundable and reservations are considered “blocked bookings” which means one or two nights of your reservation, cannot be cancelled.
Damage Deposit:	A \$250.00 credit card cleaning/damage ticket will be held open (or a check will be held) until building, equipment and surroundings have been thoroughly checked for damage or improper cleaning. Check will be returned within 14 days.
Group Size:	Miller Hall can sleep 65 in beds. We allow groups of up to 75 in Miller Hall. For groups sizes above 75 we recommend booking the President’s Cottage that sleeps 16-17.
R. V’s & Campers	R.V’s and campers are allowed with a charge of \$30 per night. We provide electricity in some areas and a sewer dump is available.
Tents	We allow tents on the property for families staying with Miller Hall. There is a \$5 charge per night per tent.
Waivers:	Waivers must be signed by individuals participating in the inflatable jumps, pool, hot tub or banana peel bikes.
Pets:	No pets are allowed inside Miller Hall. Only two dogs per group may be allowed <u>outside</u> and must be cleaned up after.
Smoking:	No smoking allowed inside the building. Please dispose of all cigarette butts in trash canisters.
Swimming Pool:	<b>Pool is shared with guests from Miller Hall and the President’s Cottage.</b> No lifeguard on duty. An adult must be present always for children under 14. Follow all safety rules posted regarding use of the pool.

Hot Tub	Hot tub is exclusive for Miller Hall guests. An adult must be present for children under 14. Don't allow children to get in and out with grass and mud.
Bounce House	A bounce house for children under 14 is included in the rental of Miller Hall, and is exclusive to Miller Hall guests. An adult must be present at all times.
Campus Grounds	Except for the yard next to Miller Hall, the campus grounds are shared with the Comish Hall Event Center. The game activities on the campus are exclusive for use of guests at Miller Hall.
WIFI	WIFI is provided on the campus. Password is albiongrove8002.
Fires:	Check with site manager before building any fires. Build fires only in the provided fire pits! Absolutely no flames or candles inside the building at any time.
Laundry:	There are no public laundry facilities at Miller Hall.
Bedding:	Queen beds have all bedding provided. Bunks and futons do not have bedding. Please bring sleeping bags for bunk beds and futons.
Towels:	Hand towels for bathrooms, cleaning and kitchen towels are provided. <b><u>You must bring your own bath and beach towels.</u></b> We do rent bath towels for \$2 each.
Personal hygiene items:	Hand soap, dish and cleaning soaps are provided. <b><u>Please bring your own shampoo and personal hygiene items.</u></b>
Yard equipment:	We provide basketballs, volleyballs, tetherballs, footballs, croquet and badminton. All sports and yard equipment must be picked up from outside and returned to the storage room in Miller Hall.
Keys:	A lost key fee of \$15 may be applied.
Furniture:	Please do not move furniture inside Miller Hall unless pre-arranged with the host.

## **Activities to Schedule or Rent**

- **Banana Peel bikes-**
  - These bikes can be used throughout the campus on the sidewalks and basketball court. Ages- 5- 105
  - Full day rental- \$15 per bike or \$10 if renting 8 or more. (Customer is responsible for damage to bikes).
  
- **Historic and Haunted Tour of Campus Buildings-**
  - This tour requires flashlights and includes all four historic campus buildings, takes approximately 1 ½ hours.
  - Price per group (up to 30) - \$50.00

## **Campus Activities-** Included in rental of Miller Hall

*Albion Campus Retreat* presents you with numerous entertainment opportunities for any age in your group, to have quality time together *without* leaving the campus.

Acres of green, plush grass

Pool and Hot tub

Picnic tables and grills

Outdoor fire pits

Albion Historical Museum

Piano

Game room with pool table, ping pong

Foosball table

Large screen and projector in game room

Half-court basketball

Croquet, horseshoes

Sand volley ball and badminton

Disc golf, tetherball

Outdoor stage

High speed internet service

## **Area Activities-**

Southern Idaho provides you with countless recreational and leisure venues all within a 40 minute drive from *Albion Campus Retreat*.

Fishing

Ski, hike and bike at Pomerelle Ski Resort

Public boat marinas on Snake River minutes away

Gozzner Cheese Factory in Burley

Golfing in Burley and Rupert

City of Rocks National Reserve

Castle Rocks State Park- Better for large groups

Rock climbing at City of Rocks

Hot Springs in Almo

Canoe and hike at Lake Cleveland

Skiing, snowboarding, snow shoeing

Snowmobile trails

Lake Walcott State Park

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## FULL GENERAL RELEASE AND LIABILITY WAIVER- PER FAMILY

### Campus Grove at Albion and Albion Heritage Group, LLC

I, \_\_\_\_\_ (print name), desire to use or enter upon the land, property, facilities, and buildings (collectively, "Facilities") of Campus Grove at Albion & Albion Heritage Group, LLC, (hereinafter "Albion Heritage Group"), in consideration of such use, I hereby make the following acknowledgments and agreements:

1. I understand that my use of the Facilities of Albion Heritage Group may involve inherent risks of property damage and/or personal injury to me, to others under my supervision or control, or to others who accompany me. Such risks may arise from natural or manmade hazards, known and unknown, which may exist on the Facilities of Albion Heritage Group. Such risks may also arise from the presence of other persons on the Facilities of Albion Heritage Group. By my signature, I acknowledge and assume all such risks and hazards and execute this release as to all such risks and hazards, I AGREE TO BE SOLELY RESPONSIBLE FOR MY OWN SAFETY, THE SAFETY OF ANY PERSON UNDER MY SUPERVISION AND CONTROL, AND TO TAKE EVERY PRECAUTION TO PROVIDE FOR MY OWN SAFETY AND WELL-BEING WHILE ON OR USING THE FACILITIES OF ALBION HERITAGE GROUP.
2. I understand that by signing this Waiver I assume all risks associated with my use of the Albion Heritage Group Facilities. I release Albion Heritage Group and its successors, assigns, officers, directors, employees, managers, and agents from all liability arising from such use. This release of liability shall extend to all claims of any kind involving or relating to property damage, bodily injury, or death suffered or sustained by myself or any other person.
3. I hereby waive any right I might have to make claims or bring legal proceedings against Albion Heritage Group or its successors, assigns, officers, directors, employees, managers, or agents for any personal injury or property damage sustained by me, any person under my supervision and control, or any person who accompanies me onto the Facilities of Albion Heritage Group. THIS WAIVER EXPRESSLY EXTENDS TO ALL CLAIMS THAT MAY RESULT FROM THE NEGLIGENCE OR RECKLESSNESS OF ALBION HERITAGE GROUP OR ITS OFFICERS, DIRECTORS, EMPLOYEES, MANAGERS, OR AGENTS.
4. I agree to indemnify, defend, and hold harmless Albion Heritage Group and its successors, assigns, officers, directors, employees, managers, and agents from any costs, liabilities, and attorneys' fees which may be incurred by it in any claim or legal proceeding I might bring in contravention of this Waiver or in any such claim or legal proceeding brought by a person who is under my control or supervision or who has accompanied me onto the Facilities of Albion Heritage Group. I further agree to indemnify and hold harmless Albion Heritage Group and its successors, assigns, officers, directors, employees, managers, and agents from any costs, losses, damages, and attorneys' fees (collectively, "Damages") suffered or incurred by Albion Heritage Group or incurred by or to any persons or property located in or on the Facilities of Albion Heritage Group Facilities, and which Damages arise in any way out of my presence in or on the Facilities of Albion Heritage Group, or the presence of any persons under my control or supervision, or others who have accompanied me onto or into the Facilities of Albion Heritage Group which Damages arise from my acts or omissions or the acts or omissions of any such persons.
5. If any provision of this Waiver is ruled to be invalid or illegal, such ruling shall have no effect upon the remaining provisions, which shall be considered legally binding and given full effect.
6. If any person providing this Full General Release and Liability Waiver is under the age of 18, such person **AND** such person's parent or guardian shall execute below.
7. By signing below, I acknowledge that I have read this Waiver, understand it, and have voluntarily signed it.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Participant per Family Unit (all ages)

Signature of Parent or Guardian (if Participant is under 18 years old)

Address of Participant

Address of Parent or Guardian