



Claggett Center

The Episcopal Diocese of Maryland

Rules and Regulations v.1/3/20

ASSISTANCE:	Staff is available to assist you during the day and evening , and on-call after hours. To reach the Claggett Guest Host, please call (301) 691-8048. If there is an emergency, call 911.
SPEED LIMIT/ PARKING:	The speed limit is 15 mph. Please be courteous to guests who are walking or running. Guest may park their vehicles in the parking lots by the Welcome Center and the Christiane Inn, as well as in the areas near North and Doll/East Cottages. Please respect any handicap spaces.
ARRIVAL TIME:	Your arrival time is listed on your contract. If a group prefers a different arrival time, arrangements must be made in advance with Reservations and Guest Services. We strive to have all lodge rooms ready for guest use upon arrival. On the rare occasion that guest rooms are not available, arrangements will be made for the group to begin their retreat as scheduled.
DEPARTURE TIME:	Check out for guest rooms is 10 am on the departure date unless prior arrangements have been made with Reservations or Guest Services staff. Any person not vacated from their lodging may incur an additional charge. Return key cards from the Christiane Inn to the Welcome Center.
MEETING ROOMS:	Meeting room times for arrival and departure are listed on the contract. Arrival before or departure after the scheduled times may incur an additional charge.
ROOM KEYS:	Programmed key cards are given to group leader for all group members staying in the Christiane Inn. Keys are to be turned in by 10 am on the day of departure to the Welcome Center or group leader. The Cottages and Powell Hall do not have room keys.
LINENS:	Linens are provided in the Christiane Inn and Cottages. Guests are responsible for making their own beds in the Cottages. Linens are not provided in Powell Hall unless requested by the group 30 days prior to arrival for an additional charge. Guest towels are not to be used for the pool. Please help Claggett protect the environment by using your towels more than once. Towels will be replaced after a consecutive 3-night stay.
MEALS:	<p>All meals are served in the Sugarloaf Dining Hall. Meal times and dining rooms will be scheduled in advance with the Guest Services Manager prior to your arrival. No food should be removed from the dining room or brought into the dining room from outside sources. All guests are requested to bus their tables and place their trash, recyclables, silverware, dinnerware, cups, etc. in provided bins.</p> <p>Claggett dining is meant to be fresh and plentiful. To be mindful of community living and waste, guests are invited to return for seconds when all other groups have received their meal. Groups with youth should have adults monitor youth as they go through the buffet line to ensure appropriate portion sizes.</p>
CATERING/ SNACKS:	<p>Claggett offers a full-service catering menu, complete with snacks, receptions, and banquets. Catering options should be coordinated in advance with Reservations or Guest Services staff.</p> <p>Guests are also welcome to bring their own snacks during their stay. Snacks and food items are permitted in common areas only; food is not allowed in sleeping rooms.</p>

CHILD - YOUTH/ CHAPERONE RATIO:	All youth groups shall have a Youth/Chaperone ratio of 1 adult chaperone for every 10 youth. For youth under the age of 8 years old, a ratio of 1 adult for every 6-8 children is recommended. All children under the age of 18 must have adult supervision at all times.
NOISE LEVEL CURFEW:	For the enjoyment and courtesy of all our guest and neighbors, we ask that guests observe the noise level curfew between the hours of 9 pm and 7 am.
AMPLIFIED MUSIC:	With respect to all guests and our neighbors, the use of amplified music or sound in Monocacy Hall, the barn, or the pavilion shall be approved in advance and on a case by case basis. Amplified music and sound may be allowed in St. Andrew's, Powell Hall, North Cottage, and Doll Cottage.
CHAPEL:	Times for St. Andrew's Chapel and the Silo Chapel should be scheduled with Reservations and Guest Services staff prior to your arrival. No open flame candles are allowed.
RECREATION:	Use of swimming pool, campfire circles, and recreation spaces should be scheduled with the Guest Services staff. Natural ground coverage and terrain may be uneven on hiking trails.
SWIMMING POOL:	Use of the swimming pool should be scheduled with Reservations and Guest Services staff prior to arrival. No food or smoking is allowed at the pool.
ROPES COURSE:	Team building experiences on the ropes course may be scheduled with Upward Enterprises. The ropes course is not available for self-guided experiences; please do not climb on equipment. Upward Enterprises, Inc., Clive Felgate, 301-834-6140
SMOKING:	The Claggett Center is primarily a smoke free campus. There is a designated guest smoking area in the parking lot in front of the Welcome Center.
ALCOHOL:	For overnight groups, wine and beer are permitted on campus for those who are 21 and older in accordance with the Diocese of Maryland Guidelines Relating to Alcoholic Beverage Use . Hard liquor is prohibited at the Claggett Center. Adult groups wishing to bring beer and wine shall be approved prior to event and will be restricted to consuming such beverages to certain areas, such as their main meeting space.
PETS:	No pets are allowed. ADA recognized service animals are welcome.
ATTIRE:	For guest safety, footwear is required when outdoors. No bathing suits in the Sugarloaf Dining Hall.
AIRPORTS:	<ul style="list-style-type: none"> ° BWI – Baltimore / Washington International Airport; 7050 Friendship Rd., Baltimore, MD 21240; 410-859-7683; Approx. 62 miles ° DCA – Ronald Reagan Washington National Airport; 1 Aviation Cir. Washington DC 20001; 703-417-8000; Approx. 47 miles ° Dulles – Dulles International Airport; 1 Saariner Circ., Dulles, VA 20166; 703-572-2700; Approx. 40 miles
TAXI/ TRANSPORTATION:	Supreme Airport Shuttle; 800-590-0000; www.supremeairportshuttle.com
LOCAL HOTELS:	<ul style="list-style-type: none"> ° Home2 Suites by Hilton, 4850 Buckeystown Pike, Frederick MD 21704; 301-695-0001 ° Hampton Inn, 5311 Buckeystown Pike, Frederick MD 21704; 301-698-2500 ° Country Inn & Suites by Radisson, 5579 Spectrum Dr., Frederick MD 21703; 301-695-2881 ° Days Inn by Wyndham; 5646 Buckeystown Pike, Frederick MD 21704; 301-228-0784
OTHER:	Open flame candles are not permitted anywhere on site. Please refrain from moving furniture in common areas and do not move furniture from one room to another. Kindly return any moved furniture to its original formation or location.