

**Request for Housing at the Volunteer House
Baptist Convention of PA/SJ**



Requests for housing at the Volunteer House must be received at least two weeks prior to arrival.

Date: _____ **Group/Committee name:** _____

Total number of persons: _____

Contact person/Cell phone number: _____

Email address: _____

Date arrangements are needed: _____

Approximate arrival time: _____

Departure time: _____

Special needs or requests: _____

Space needed for use: ___Library ___Virginia Room
 ___Living Room ___Dining Room ___Kitchen

Sleeping quarters needed: ___# of Couples ___# of Adult Men ___# of Adult Women
 ___# of Teenage Males ___# of Teenage Females ___# of Children
No cost for children under age 12

RATES:

Per person: \$5.00/ per night for bunkhouse accommodations
 \$10.00/ per night for a room with shared hall bath
 \$15.00/ per night for a room with private bath
 \$100.00/week family rate (max \$250/month)
 \$25.00/day for event facilities: Virginia Room, kitchen, etc.
(no cost to those staying in the house)

NEW POLICY: A reservation for a single night stay, for a group traveling through to another area, may be canceled up to one month prior to date if another group request a week stay during the same time period and doing work here in our area.

Housing Request: Your request will be filled if available. If requested rooms are not available, we will provide you with secondary accommodations.

Bunk Room at \$5.00: _____	# of nights: _____	# of people: _____
# of rooms at \$10.00: _____	# of nights: _____	# of people: _____
# of rooms at \$15.00: _____	# of nights: _____	# of people: _____

A \$10 deposit per room or group is required. Please send a check payable to the BCPSJ. This fee is refundable up until a week before your scheduled reservation, at which point it cannot be returned. *Note that if your group does not occupy the entire house, you may be sharing the house with another group.

For office use only

ACCOUNT NUMBER TO CHARGE
DEPOSIT ACQUIRED:
ROOM PAID IN FULL:



Volunteer House Rules and Regulations

- KEYS -** The key to the Volunteer House will be available for you in the realtor lockbox when you arrive. You will receive an email containing the combination when you return your registration paperwork.
- PARKING -** Parking is available in the front lot.
- PHONE -** Long distance calls are to be made **only** with a personal cell phone or a calling card.
- LAUNDRY -** A washer and dryer are provided for your use in the basement. Check with hostess for a scheduled time. \$1.00 fee per washer load donation for detergent, dryer sheets, etc.
- LIVING ROOM -** Feel free to use the living room. The TV must be used in such a manner that it will not disturb others. Please do not eat or drink in this room.
- BATHROOMS -** Except for rooms that have a private bath, all bathrooms will be shared. Schedule showers and bathroom use with others. Please keep them clean.
- KITCHEN -** You may use all appliances in the kitchen. Clean up after yourself—place rinsed dishes in the dishwasher to be run. Wash pots and pans and plastic items by hand. Long term residents will be assigned a place to store groceries. If the trash container becomes full take it to the dumpster behind the Mission House. New bags are available for replacement.
- LINENS -** Bathroom cabinets have a supply of linens, towels, toilet tissue, cleaners, etc. **Overnighters and short term volunteers are asked to strip their beds (not mattress pads or blankets), and bring used bed linens and towels to the laundry room. Basement bedding and towels should be placed in marked containers in the basement.**

Smoking is not permitted in the house. If you must smoke, please go outside; discard your cigarette butts in the bucket provided—not out in the yard. Alcoholic beverages are prohibited.

There is a small fee to stay at the Volunteer House, listed on the previous page. A deposit of \$10/room or group is due at the time of registration; the remaining balance will be paid when you come for your stay. Please note that more information is available on our website, www.brnonline.org.