

TRINITY CENTER

Planning Guide

The following procedures apply to all groups unless special arrangements have been made in advance with Trinity Center. Please review your contract to insure your schedule and meals correspond with the arrangements originally made with Trinity Center. A copy of your agenda is greatly appreciated.

Registration

Unless special arrangements have been made in advance, check-in for guests is at the Point of Arrival between 4:00pm-10:00pm. Let us know in advance of anyone arriving past 10:00pm. If you plan to have a registrar greet your participants please indicate this on the enclosed Additional Information form. Your registrar should arrive 30 minutes prior to your planned check-in time for a brief orientation. Otherwise, our staff will handle registration.

Check-In / Check-Out Times

Please make your participants aware of these times and plan your schedule to accommodate checking out of rooms on time. Keys should be returned to the Point of Arrival by 10:00am.

Lodging Check-In: 4:00 pm (We allow for earlier check-in when possible)
Lodging Check-Out: 10:00 am (Except for Pelican House which is 12:00 noon)
Meeting Spaces: Available as agreed upon (see contract)

Meals

Please include commuters for extra meals in the numbers you submit to us on your Additional Information form and Commuter Sheet. No adjustments will be made on the final bill for commuter meals unless the center is notified one week in advance. See reverse side of your contract for our policy concerning individuals or groups choosing not to have a meal(s). Our kitchen can accommodate many special dietary needs when notified in advance. Indicate on the Additional Information form if anyone has severe food allergies, is vegetarian or vegan, is on a low salt diet, etc.

Meals are served promptly as follows:

Breakfast	8:00am
Lunch	12:00 noon (12:30pm upon request)
Dinner	6:00pm (6:30 or 7pm on Friday nights upon request)

Agenda Suggestion: If you plan to give a printed agenda to your participants, use only the beginning time for meals. E.g.: Schedule should say: Breakfast 8:00am / Not Breakfast 8:00-9:00am.

Special Requests: If you have special meal requests, contact the group coordinator well in advance of your event. Box lunches are available with advance notice. Picnics are accommodated when possible for groups of 25 or more. There is a surcharge for picnics and dinners served at the Beach House. Special menu requests may also be subject to a surcharge if there is increased cost to Trinity Center.

Breaks

At no additional cost to your group, coffeepots and all supplies necessary for making coffee are available in most of our meeting areas. Coffee set ups will be brought to your group upon request. Adult groups paying the non-diocesan rate are entitled to a break including coffee, fruit juice and Trinity Bread once for every night you spend. On the Additional Information form indicate where and when you would like this break served.

For an additional charge, we offer a wide range of beverages and snacks. Arrangements for these breaks should be made through our group coordinator and listed on the enclosed Additional Information form.

Groups may bring their own refreshments. If this option is chosen, please bring your own cups and napkins.

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Housing

Your Housing and Commuter Sheets are expected by the due date indicated on the Additional Information form, typically two weeks in advance. Indicate in which rooms rollaways or cribs are to be located and the age category of all children attending. Also indicate which, if any, participants plan to arrive a day late or depart a day early. (No adjustment will be made on the final bill for participants arriving late or departing early unless the center is notified one week in advance.) You will have the opportunity to submit last minute changes as necessary.

The Rooms are equipped with a private bath, one double and one single bed, an alarm clock and reading lamp, and are individually heated and cooled. Linens (bed sheets and bath towels) are provided with beds made for all adult groups and for youth groups if pre-arranged at an additional cost. A Living Room near your lodging might be available for your group's use. The Living Room houses comfortable couches and chairs, coffee tables, TV/DVD, kitchenette with small refrigerator, microwave, ice maker and coffee maker, gas log fireplace and telephone.

Each Dorm has 2 cabin/bunk rooms with 11 beds in each (mostly single beds, with a couple of bunks) and a bathroom with showers. There is also a private room in the middle of the dorm with one single bed (and room for a rollaway) and a private bath. Pillows and blankets are available in the dorms.

Pelican House is reserved for small, quiet, meditative, adult groups only. Rooms have either one or two single beds. Bathrooms are shared. A floor plan is enclosed for groups contracted for Pelican House.

Meeting Spaces

Your meeting space is highlighted on the enclosed map. Floor plans of bigger meeting rooms are available for planning purposes from the group coordinator. The Main Conference and Sharp Assembly Buildings are the only spaces that have breakout rooms. Indicate your equipment needs for each meeting room and breakout space. Contact the group coordinator if you need access to the meeting space prior to your contracted arrival time.

Living Rooms in the housing clusters may be reserved for small groups needing a casual meeting space. When a Living Room is reserved, Trinity Center puts a "Do Not Disturb" sign on the door to notify other guests. Otherwise, the Living Rooms are available for all guests staying in that cluster.

Payment

See reverse side of your contract for information concerning charges and payment policies. If you can not pay upon departure, special arrangements must be made with our group coordinator.

Departure

Before departure, turn into our office an accurate count of participants, number of single and double rooms, commuters & meals, ages of children attended, and any other changes that were not originally discussed.

Policies

Alcoholic Beverages – allowed in moderation by adults, not allowed by groups paying the youth rate

Baby Sitters – not provided by Trinity Center

Campfires – allowed in designated areas only when pre-arranged, not allowed on the beach

Cooking in Rooms – not allowed. Our kitchen staff will be happy to help with cooking requirements.

Drugs – no illegal use of drugs.

Dunes and Marsh Areas – use the boardwalks provided. Do not play on the dunes or enter the salt marsh; these are very fragile areas and are protected by federal laws

Fireworks and Weapons – no fireworks or weapons are allowed

Pets – not allowed

Skateboards and Bikes – not allowed on decks

Smoking – no indoor space for smoking

Swimming Pools – no lifeguards on duty; do not swim alone; no swimming after dark

Tent and RV Camping – not allowed