

PRESBYTERIAN HOUSE
GUIDELINES FOR REGISTRATION AND GENERAL INFORMATION

Reservations may be requested for Presbyterian House for a period of one or two weeks. A week's stay begins on a Saturday afternoon and ends the following Saturday morning. Requests for a third week can be made after May 15 and may be granted depending on availability.

Former Guests – Early Registration Procedure for 2012 Season:

- Send in the application form with your complete payment in the month of November.
- If you must cancel prior to April 1, your fee less the deposit amount of \$200 per clergy person or \$250 per lay/non Presbyterian person will be refunded to you.
- After April 1, *your room fees will become a donation* to the Presbyterian Association of Chautauqua. You will receive a notification for tax purposes.
- If you chose to wait to register, please retain and use the application form included.

Priority will be given from January 1 – January 31 for:

- Full time **Presbyterian missionaries**
- Full time **Presbyterian ministers**
- **Retired Presbyterian missionaries and/or ministers**
- **Widows or widowers of the aforementioned**
- **Full time, professional Presbyterian Church workers** (secretaries, Christian Education Directors, etc.),

Clergy may continue to apply after January 31 with no special considerations.

Registration for **Presbyterian Laity** will be accepted throughout the month of February at Laity Rates.

Applications from **non-Presbyterians** will be accepted throughout the month of March.

- Bedrooms are equipped with ceiling fans. Rooms in the expansion are air-conditioned. Double rooms and family rooms have private baths. Single rooms have in room sinks and shared bathroom facilities. While every effort is made to provide satisfactory rooms for all guests, we cannot promise to fulfill specific room requests.
 - Check-in time is Saturday between 2:00 and 4:00 pm. Staff is available within that two hour time frame to help with move in. After 4:00, please be prepared to move yourselves into the facility. Our evening dinner will be served at 5:45. If you are not able to be seated by that time, please make other eating arrangements.
 - Check-out is Saturday at 9:00 am. A forty-five minute car pass can be obtained at the gate for loading purposes.
 - Weekly parking is available in the Chautauqua Institution lots, located across from the Welcome Center.
 - Your stay includes use of the common rooms, porches and patio. Bed/bath linens and three meals daily are included in your registration fee. Each room has an umbrella for your use and a seat cushion may be borrowed from the storage.
 - Balanced, nutritious meals are prepared daily in our kitchen.
SPECIAL DIETARY REQUESTS AND/OR FOOD PREFERENCES WILL NOT BE ACCOMMODATED!
 - You will need to pack all personal items. An alarm clock, hair dryer and beach towel may be useful during your stay.
 - All guests are expected to be considerate and respectful of the privacy and dignity of others.
 - Parents are responsible for the safety, welfare and behavior of their children.
 - Handicapped persons must have a full time care giver. All handicapped rooms are doubles for this purpose.
- The office phone number: 716-357-5011 (report late arrivals)
Emergency calls may be directed to office. If no answer contact the Chautauqua police: 716-357-2741

**SMOKING, ALCOHOLIC BEVERAGES, PETS AND ILLEGAL DRUGS ARE NOT PERMITTED!
POSSESSION OF ANY OF THE ABOVE WILL RESULT IN IMMEDIATE EVICTION.**

CHAUTAUQUA INSTITUTION CHARGES A GATE FEE FOR ANYONE OVER THE AGE OF 12.

This gate fee, which is in addition to your Presbyterian House room and board fee, covers a wide range of programming: Chautauqua Symphony Orchestra concerts, evening performances featuring well known popular and classical entertainment, morning and afternoon lectures, daily devotional hours, Department of Religion lectures and forums, free bus transportation on the grounds, swimming at the four public beaches, use of the Smith Memorial Library, the parks, walks, public gardens and promenades. There is an additional charge for operas, plays, movies, golf, tennis and parking in the available lots. Hired limousine service is available for transportation to and from the Buffalo, Erie and Jamestown airports.