

TIERRA LEARNING CENTER

Retreat Center Facilities

12000 Sunitsch Canyon Road

Leavenworth, WA 98826

Dear Retreat Center Guest,

The following pages offer some practical information about what a stay at Tierra looks like. We always look forward to sharing our facilities and the natural experience of Sunitsch Canyon with guests. Sunitsch Canyon is a vibrant, open and agricultural valley in the foothills of the Cascade Mountains. We experience the full range of the four seasons: from winter mountain weather to hot dry summers. Spring brings a profusion of wildflowers and crisp fall days light up the understory foliage.

We are pleased to offer a large expanse of space and quality facilities including: comfortable rooms, a variety of meeting spaces, recreation courts, a meditation and yoga yurt, a hot tub and a number of other surprises. Our Retreat Center rental agreements are somewhat unique in the scope they allow guests to personalize the facility to meet their needs. Tierra Retreat is a “low host” facility. Tierra staff are behind the scenes but it is each event organizer’s responsibility to host and facilitate their group’s experience. We therefore ask guests to take as much responsibility as they can for the care of the place during a stay. In return, we hope to offer a beautiful and tranquil landscape and facilities that allow you to both focus and relax.

Your stay at the Retreat Center also brings you into the larger local Tierra Learning Center community. The Retreat Center maintains its own space in the upper canyon while in the lower canyon Tierra is alive with a full time, year-round preschool, an organic farm, production pottery studio, an active forestry department and a community that supports people of all abilities, including Tierra Village residents. You can learn more about what’s happening at Tierra on our website www.tierralearningcenter.org or during your stay here.

We have provided the following pages to help you plan for your stay. If you have questions about the facilities please feel free to contact our Retreat Center Manager **Jen Caldwell at (509) 548-6880 x227** or at **Jen@tierralearningcenter.org**. The organizer of your event, unless you are staying over as a single room rental, will be responsible for your actual room assignment and will be able to provide further facility details for your stay.

Welcome and Thank You,

The Staff of Tierra Retreat Center and the Tierra Learning Center Community

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FOR YOUR STAY

Driving and Parking at Tierra Retreat Center

- **Please, Please, Please drive slowly along all of Sunitsch Canyon road- 25mph speed limit on the pavement and 15mph on the dirt roads around Tierra.** There are kids, Tierra Village residents, dogs, and occasional ice or dust (depending on the time of year) to contend with moderate amounts of foot and bicycle traffic by outside visitors. Everyone at Tierra sincerely thanks you for this effort!
- Please keep in mind that we are still located at the end of a rural road. Driving conditions can be variable. Once off the pavement you can expect mud and potholes in the spring and fall and ice and snow in the winter. If you are arriving during the winter, please try and bring a 4WD or AWD vehicle. If you have a 2WD vehicle, please have chains available and know how to use them. We do our best to keep our roads clear and passable (In the winter, we plow and sand as needed. In the spring and fall we patch potholes frequently). However, we appreciate any effort you can personally make to be prepared.
- **Please park your vehicles in the guest parking lot or in the designated parking spots at the suites after unloading. No parking in the road/ driveway of the Main Lodge or Suite buildings. We need to maintain a clear fire lane through the lodge and suite building areas. The rear of the kitchen is reserved for caterers and Tierra staff.**

Facilities and Amenities

Main Lodge:

- Wi-Fi is available throughout the Main Lodge, but not at the suites. The password is posted in the main room of the lodge.
- Driving directions, photos and additional information can be found at www.TierraRetreat.com
- The Main Lodge will be available for use by guests during your stay. It includes a guest library in one of the upstairs conference rooms and a small game room in the basement. There is a guest office available with limited office supplies off the main room. There are extra suite keys in the guest office as well.
- Please return any items that you have borrowed back to the Main Lodge before departing. This includes dishware, games, books, irons/ ironing boards, and cleaning supplies.
- There is a lovely upright piano located in the Main Lodge which is kept tuned –bring your music and play!
- There is a multi-use/disabled entrance ramp and bathroom in the Main Lodge.
- For your audio-visual needs there are easels and dry-erase boards, T.V. (no channel reception), VCR and DVD player, and a portable screen. Family movies are available in the Game Room of the Main Lodge.
- Guests staying in the Main Lodge bunkrooms or camping will need to bring their own towels and bedding. Bottom sheets and pillows with cases are provided to Bunk Room guests. If you'd like additional bedding (top sheet, quilt, and towel set) please let your hosts know so that they can arrange linen rentals for the bunks.

Suites:

- Room suites have one main bedroom with a queen size bed, a couch with one queen size hide-a-bed in the sitting room, a small table and chairs, private bathrooms, air conditioning and heating, a mini-refrigerator, bar sink, a microwave, a four-piece plastic dish set, an electric kettle, two mugs, and a French Press. An alarm clock, bedding, towels, dish soap, hand soap, and shampoo are also provided. Please no camp stoves, candles, or flames of any kind in the suites.

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- Room suites have a telephone for inter-facility and emergency communication. Guests may also receive incoming calls directly in their suites. **There are outside lines in the lodge.** Cell phone coverage is spotty but always improving – carrier dependent.
- One suite is ADA compliant (Aspen A) and includes a sit-down shower and accessible bathroom.

Grounds:

- Tierra has a small outdoor hot tub located between Spruce and Fir buildings. Please replace the cover when not in use to keep forest debris out of the tub.
- A 30' diameter yurt is located near the Main Lodge for meditation and yoga practice. There are yoga mats and pads available for guest use.
- There is a basketball court located in the Recreation Meadow near the Main Lodge. Various yard games, basketballs, kickballs, and toys are available for guest use in the Game Room of the Main Lodge.
- There is an extensive trails system of various lengths and difficulties on the property. Maps are available in the Main Lodge and in the room books. Please let someone know when and where you go hiking, hike with another person when possible, wear appropriate clothing and foot attire, and take water and a snack with you.
- Open studio hours are available in the Pottery Studio located in the Art Barn at Tierra. Our Pottery Studio Manager is Mijanou Fortney and can be contacted at mijanoufortney@yahoo.com for more information.

What to Bring/ What Not to Bring

- A pair of indoor shoes or slippers is required for the main lodge November- April
- A flashlight or headlamp
- Towels and sleeping bags for bunk room guests
- For wedding guests, we recommend wedges or flat heels. Our outdoor setting is not conducive to high heels or spike heels.
- Please no candles or incense in guest rooms
- Please no pets without permission

Guest Support and Assistance

- Tierra will provide a thorough orientation to the individuals hosting or sponsoring the event and give a general orientation to groups if desired with advanced notice.
- Tierra staff will be on call Monday-Friday 8am-5pm and happy to assist the hosts throughout the stay. Jen can be reached via cell at any time.
- We ask that guests contact Tierra staff only in the event of emergency if after hours. (See emergency information page in guest book and in the Main Lodge Guest Office)
- Single room rental guests will have on-call contact information so that we can better assist with your stay

Phones and Internet

- Cell phone coverage is limited in Sunitsch Canyon. Currently Verizon has the best coverage at Tierra. If you have Verizon you will most likely be able to at least text if not make calls in the lodge and at the suites.
- All room suite phones have individual extensions and voice mailboxes. The voicemail password in the room suites is either 1234 or 1111. Room Suites can receive incoming calls routed through the main Tierra phone number. Extensions are posted on our website and in the room books and the Guest Office in the

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Main Lodge. Room Suite phones can not make external calls other than emergency 911 (dial 9- 911.) An outside line is available for guests in the Main Lodge Guest Office. Long distance US mainland calls only may be dialed directly at no charge. We ask that guests respect this service and limit the duration of any call.

- Wi-Fi Internet service is available throughout the Main Lodge. The password will be posted in the main room of the lodge. **There is no Wi-Fi at the suite buildings.**

Housekeeping

- We are a “low host” facility. Guests, and ultimately the event sponsor, will be responsible for basic facility upkeep during the stay. Tierra provides a range of cleaning supplies to help with this. They are located in the Laundry Room of the Main Lodge and in the closets under the stairs of each suite building. Spruce’s cleaning supplies are in a blue Rubbermaid bin outside of Spruce B.
- Extra hot tub towels, irons, ironing boards, bathroom supplies, TP, Kleenex, and paper towels are located in the downstairs laundry room of the Main Lodge. Laundry is \$3.00 per load. This helps us pay for upkeep of our machines, the detergent, and the resources.
- We’re fortunate to offer amenities such as hardwood floors, carpeting upstairs and in room suites, and log furniture. We ask that our guests assist us in maintaining these assets by removing shoes when in carpeted space, treating stains and spills if they occur and maintaining general cleanliness with light daily cleaning as needed. Slippers or indoor shoes are a nice item to bring for your stay. We require all guests to remove their shoes in winter and spring due to tracking in debris.
- We ask guests to assist us when checking out of Room Suites by removing perishables, consolidating garbage and leaving rooms generally as they were found. Please follow the “Checkout Procedures for Suites” sign located in your suite by the door.

Stewardship, Inclusion and Positive Growth

- This is the larger mission of the Tierra Learning Center - we invite you to help bring some of this into your stay at the Retreat Center facility.
- Please help us to conserve water and electricity.
- Please turn off the lights, heaters, and air conditioners when not in use and keep doors and windows closed to keep the heat/ac from working over-time.
- Reuse cups and glasses if possible.
- Join us in our recycling efforts. There are two dumpsters outside the back of the lodge for garbage and single-stream recycling. We also compost all food left overs and all paper products. There are compost buckets in the main lodge kitchen or you may use a compostable garbage bag from your room suite and place your compost in the 96 gal compost container behind the main lodge. More information is posted in the Main Lodge.
- **Please no single use plastic water bottles, Styrofoam, or plastic plates. Please source paper or bamboo if using disposable items. Bring a re-usable water bottle and fill it up at any tap with spring water! Thank you!**
- Please return items to where you found them and let us know when things are broken.

Emergencies and Safety

- Bears, coyotes and the occasional cougar call Tierra home. If you encounter a bear, they will likely be more scared of you than you are of them. Make yourself big and loud as possible and back away slowly.

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Do not look them directly in the eye. If you encounter a cougar, make yourself big and do not turn and run away. Do not turn your back to them or act as prey.

- Honeybees, yellow jackets, bald faced hornets and black widow spiders also inhabit the property. Some of the bees are ground nesters and are the most aggressive of the bees. Be aware of holes where you see bees coming out and in. Please carry an epi-pen if you know you are allergic. Black Widows mainly live in uninhabited gopher holes out in the fields and are reclusive by nature.
- Due to fire danger, smoking is only allowed in the smoking shed behind the Main Lodge. Please throw butts away in receptacle provided or in the outside garbage dumpster.
- Fire danger levels for the Leavenworth area can be checked on the following website: <http://www.chelanfd3.org/fire-danger>. Tierra adheres to these regulations and also has the right to ban all campfires based on fire danger.
- In the event of a real emergency, please dial 911 from any phone. From the room suites dial 9 first then 911. After calling 911, please notify your group facilitator and Tierra staff.

For Further Questions, please contact **Jen Caldwell**, the Retreat Center Manager at x227 (office), 971-570-1976 (home) or via email at Jen@tierralearningcenter.org.