

TIERRA RETREAT CENTER FACILITY GUIDE:

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Inventories

Main Lodge:

- Chairs- plastic: 150
- Rectangle Tables (solid & fold out):
 - a. 30" * 72": 17
 - b. 18" * 72": 8
 - c. 18" * 60": 5
- Round Tables 60": 13

Main Lodge Deck:

- Patio tables (27"H * 40"W) on deck: 13
- Patio chairs: 42
- Patio heaters: 4 (2 electric & 2 propane)

Main Lodge shed out back:

- Chairs- wooden with vinyl seats: 102

Yurt:

- Regular yoga mats: 15
- Kids' yoga mats (shorter): 6
- Square pillows 30" * 30": 13
- Round pillows 16": 5
- Half-moon pillows: 2
- Blocks: 3

Recreational Meadow Shed

- Plastic Chairs: 65
- Round Tables 60": 9

Locations of Amenities

Main Lodge

Basement:

1. **Laundry Room (down the stairs and to the right):** Contains extra towels for the hot tub, irons, ironing boards, cleaning supplies, TP, paper towels, bathroom supplies, hairdryers, hangers, washer and dryers (\$3 per load to cover detergent and resource use), extra cleaning rags for kitchen. Please return all borrowed items prior to departure.
2. **Bunkrooms (down the stairs straight ahead and to the left):** To be used only if rented out in facility rental agreement; one contains 10 twin size beds (5 bunks) and one contains 12 twin beds (6 bunks.) Each bunk comes with a bottom sheet and pillowcase. Additional linens are available for rental price of \$20/

bed to include top sheet, quilt, and towel set, otherwise guests can bring their own sleeping bag or bedding.

3. **Game Room (down the stairs, down the hall to the left, room on your right):** Contains games, some yard games (check with Jen on these prior to event for their condition,) basketballs, kickballs, puzzles, toys, foosball table, children's books and magazines, TV, DVD/ VCR combo, family VHS and DVDs.

Main Floor:

1. Main Room:

- a. **Furniture:** The furniture is centered on the fireplace in the winter and along the alcove wall in spring-fall. This can be moved anywhere in the main room. **Please do not place outside without permission and notice a week prior to the event.**
- b. **Fireplace:** Firewood and kindling is located on the side deck outside the exit door by the women's restroom. **DO NOT** clean out the fireplace upon checkout. We will do this the day after the event. Please chop all wood/ kindling on the ground and not on the porch or sidewalk.
- c. **Piano:** Tuned annually this piano is for all to use. Please respect it and do not move it or place any items directly on the piano other than sheet music. Thanks for keeping it pretty!

2. **ADA restroom and Entry Way ramp:** Restroom located off alcove of main room. It also includes a diaper changing station. Entry way ramp located off deck outside of exit door by men's restroom.
3. **Storage Room:** Contains plastic chairs; rectangle tables; round tables; extra wedding decorations; baskets and fake plants/flowers; tea light holders & tea lights; wood rounds, moss, and pine cones for decorating; extra disposable cups, plates, and silverware; signs for event/ facility locations; buckets for ice/ flowers; 10 full length mirrors; fans; wheelchair; space heaters; 3 high chairs (two without full backs and trays and one with full back and attachable tray); two pack-n-plays; booster seats; extension cords; projector; and electrical power strips. This inventory fluctuates- please check with Jen for exact numbers of items.
4. **Guest Office:** Contains extra suite keys and codes, telephone for outside calls, coat racks and hangers (could also be upstairs in smaller conference rooms), whiteboards, projector screens, easels, maps of retreat center, maps of Leavenworth, limited office supplies, and other misc. local information.
5. **Restrooms:** Men's and women's restrooms located on each side of the main floor. They contain 5 sinks, 3 stalls, and four showers for bunkroom users and campers in the meadow. Extra toiletries to include shampoo, conditioner, and body washes can be found in the shower room or downstairs in the laundry room. (No towels provided unless the bunkroom users rented linens.)
6. **Kitchen:** Full size commercial kitchen to include 6 burner gas stove and oven, gas grill top, commercial dish sanitizer, four warming pans, dishware and glassware, glass door reach in cooler, storage shelves, stand up freezer, two convection ovens, and big walk-in cooler. See kitchen inventory for more details of what is provided in the kitchen.
7. **Outside storage closet behind kitchen:** Contains a step stool and a 6 ft ladder (these can be used in the amphitheater to hang flowers on the backdrop of the stage); also contains two electric patio heaters and two propane patio heaters. (Please let Jen know if you intend to use these so we can fill the propane tanks for you ahead of time.)
8. **Deck:** There are patio tables and chairs that can either stay on the deck or be moved. There is no designated storage space for these items, but they can be stored under the deck.

Upstairs:

1. **Conference room A/ Library:** Contains a small library, rocking chair, whiteboards, and small couch.
2. **Conference room B:** Largest conference room capable of holding 40 people. It contains whiteboards, a projector screen, counter space with stools, and 15 padded chairs.
3. **Conference room C:** Contains whiteboards, a small couch, table, several office chairs, counter space, and telephone for outside calls.

Other Main lodge Amenities:

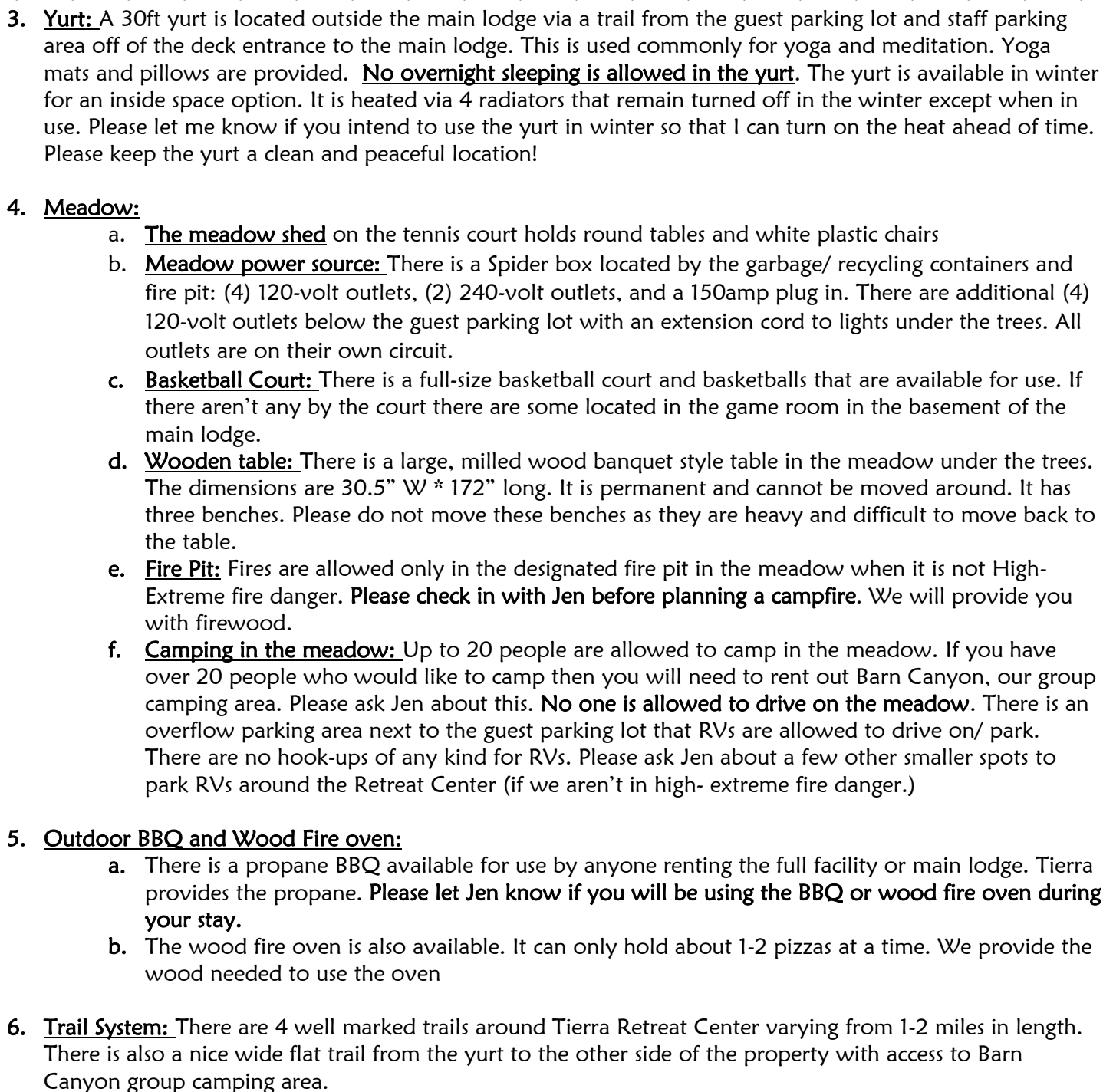
- **Wi-Fi:** The **current password will be posted in main room of main lodge**. The internet speed is 42.5 Mbps download and 62 Mbps upload; 10ms- fast. The Wi-Fi extends a short distance from the main lodge. There is **no Wi-Fi in the suite buildings**.
- **Telephones:** Cell phone coverage is limited 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. 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.

Suites

1. **Private bathroom:** Contains hand and body soap, shampoo, washcloths, make-up remover pads, towel sets, and extra TP and Kleenex. (No hair dryers- located in main lodge laundry room.)
2. **Private bedroom:** All linens provided for main queen size bed; two small bedside tables with lamps, alarm clock; telephone (see below); wardrobe with drawers, hanging space, and shelves containing linens for the queen size hide a bed; and an air conditioning/ heating unit.
3. **Sitting room:** Contains queen size hide a bed couch (Spruce B has two twin hide-a-bed chairs,) a small table and two chairs, Tierra Retreat Center notebook, propane stove, wall heater, small refrigerator, bar sink, four-piece dish set, 2 mugs, microwave, electric water kettle, and French Press.
4. **Telephones:** All Room Suite phones have individual extensions and voice mailboxes. They can dial any Tierra extension. The voicemail password in 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 suite notebooks and the Guest Office in the Main Lodge. Room Suite phones cannot make external calls other than emergency 911.
5. **Check Out:** Please follow the check-out procedures located next to the doors of the suites. We ask guests to assist us when checking out of the Room Suites by removing perishables, consolidating garbage, and leaving rooms generally as they were found. Thanks!
6. **Hot Tub:** There is an eight-person hot tub located between Fir and Spruce buildings. Please keep the cover on when not in use and do not leave behind any personal items. Please do not adjust the settings.

Outside Grounds

1. **Amphitheater:** The trail up to our outdoor amphitheater is located out the back corner of the main lodge. The trail/ railing is 293 ft (almost 1/16th of a mile) long. There are 24 posts along the trail that hold up the railing. Often used for wedding ceremonies it can hold approximately 150 guests with a centered main stage. Lighting along the path can be turned on via the switch at the beginning of the trail and there are four 120 volt plug-ins at the top of the trail for electrical access. **The light switch at the bottom of the trail must be turned on for the power to work at the top.**
2. **Woodshed:** The wood shed out the back of the main lodge contains wooden chairs with white vinyl seats. Please check with Jen on the exact number of chairs as this inventory fluctuates.

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3. **Yurt:** A 30ft yurt is located outside the main lodge via a trail from the guest parking lot and staff parking area off of the deck entrance to the main lodge. This is used commonly for yoga and meditation. Yoga mats and pillows are provided. **No overnight sleeping is allowed in the yurt.** The yurt is available in winter for an inside space option. It is heated via 4 radiators that remain turned off in the winter except when in use. Please let me know if you intend to use the yurt in winter so that I can turn on the heat ahead of time. Please keep the yurt a clean and peaceful location!
4. **Meadow:**
- a. **The meadow shed** on the tennis court holds round tables and white plastic chairs
 - b. **Meadow power source:** There is a Spider box located by the garbage/ recycling containers and fire pit: (4) 120-volt outlets, (2) 240-volt outlets, and a 150amp plug in. There are additional (4) 120-volt outlets below the guest parking lot with an extension cord to lights under the trees. All outlets are on their own circuit.
 - c. **Basketball Court:** There is a full-size basketball court and basketballs that are available for use. If there aren't any by the court there are some located in the game room in the basement of the main lodge.
 - d. **Wooden table:** There is a large, milled wood banquet style table in the meadow under the trees. The dimensions are 30.5" W * 172" long. It is permanent and cannot be moved around. It has three benches. Please do not move these benches as they are heavy and difficult to move back to the table.
 - e. **Fire Pit:** Fires are allowed only in the designated fire pit in the meadow when it is not High-Extreme fire danger. **Please check in with Jen before planning a campfire.** We will provide you with firewood.
 - f. **Camping in the meadow:** Up to 20 people are allowed to camp in the meadow. If you have over 20 people who would like to camp then you will need to rent out Barn Canyon, our group camping area. Please ask Jen about this. **No one is allowed to drive on the meadow.** There is an overflow parking area next to the guest parking lot that RVs are allowed to drive on/ park. There are no hook-ups of any kind for RVs. Please ask Jen about a few other smaller spots to park RVs around the Retreat Center (if we aren't in high- extreme fire danger.)
5. **Outdoor BBQ and Wood Fire oven:**
- a. There is a propane BBQ available for use by anyone renting the full facility or main lodge. Tierra provides the propane. **Please let Jen know if you will be using the BBQ or wood fire oven during your stay.**
 - b. The wood fire oven is also available. It can only hold about 1-2 pizzas at a time. We provide the wood needed to use the oven
6. **Trail System:** There are 4 well marked trails around Tierra Retreat Center varying from 1-2 miles in length. There is also a nice wide flat trail from the yurt to the other side of the property with access to Barn Canyon group camping area.

Seating and Dimensions of Spaces:

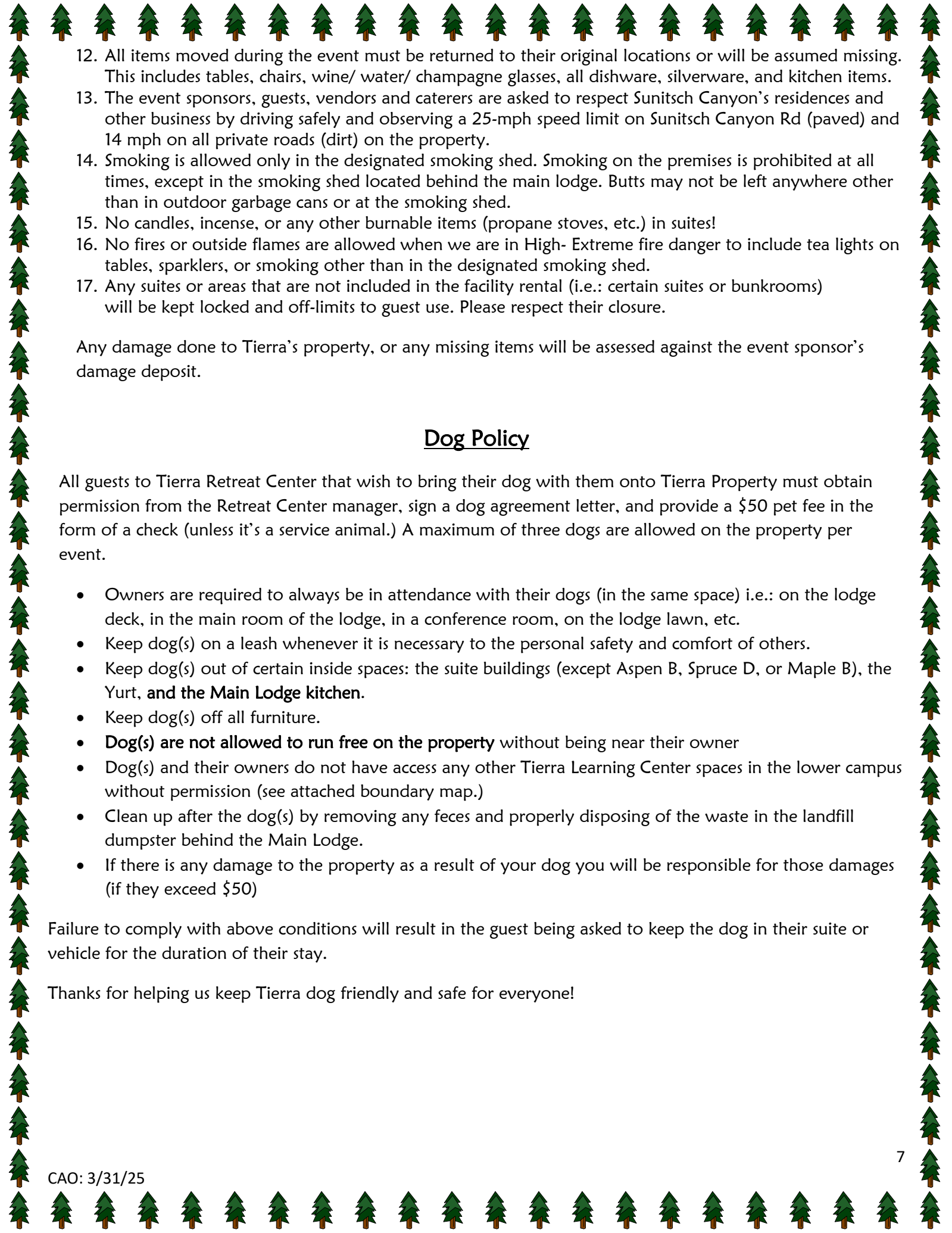
1. Lodge:

- a. **Seating capacity:** total seating capacity of our tables- 200 (maximum capacity of chairs):
 - i. 30" rectangle dining tables hold 6 people each or 8 if have two people on each end
 - ii. 18" rectangle dining tables hold 3 people each
 - iii. 60" round tables hold 6 people with room in between or 7-8 with very little room in between each person.
- b. **Main Rm:** 1,080 sq ft; Max: **135** people
 - i. **135 people seating capacity: Table Set-Up:**

1. (16) 30" * 72" rectangles: 2 tables pushed together in one alcove and 3 tables pushed together in the middle ; (4) 18" * 72" put together in the alcove by the storage closet; and (3) 18" * 72" at the front as a head table (by the deck entrances)
2. There are chairs at the ends of the tables.
3. NOTE: This is a very tight configuration. It would be hard to fit more than 135 with room to move around the tables.
- ii. 123 people seating capacity:
 1. (16) 30" * 72" rectangles; (4) 18" * 72" put together; and (3) 18" * 72" at the front (by the entrance)
 2. No one seated at the ends of the tables except on the wall sides (each alcove)
 3. NOTE: This configuration allows for more moving space around the tables
- iii. 108 people seating capacity:
 1. (9) 30" * 72" rectangles pushed together in the middle with people seated at the ends; (4) 60" rounds @ 8 people ea in one alcove; 2 rounds in piano alcove
 2. NOTE: Three 18" * 72" tables could still be added to the deck entry way or by the fireplace as head tables.
- c. Deck- 20' * 60': Railing: approximately 100'; Using 72" long tables- could fit 9 tables with room to move- 18 tables total- 6 people per table = **108 people**; 13 patio tables 40" round (27"H); hold 4 chairs each
2. **Lodge lawn:** Approximate dimensions 70' * 70'. Approximately 150-175 people (pictures of set-ups available upon request)
 - a. Set-ups: Rectangles down the slope on both sides- perpendicular to the lodge; tables on the upper and lower flatter areas and then just have tables randomly dispersed depending on where the flattest part of the lawn is.
3. **Amphitheater:**
 - a. 15' * 20' stage; backdrop: 4 back panels: 46" w * 72" h; 2 side panel: 43" w * 72" h; posts are 5 1/2" square; posts floor (stage) to top: 113"
 - b. Center aisle- top bench to stage length: 32 ft
 - c. 140-150 people; 200 with people standing/ sitting on the ground
 - d. Power and lighting up to amphitheater- switch at bottom

Policies/ Damage Deposit Stipulations

1. No pets allowed without advance permission. There is a three-dog maximum/ event. Please see the dog policy below.
2. Follow energy conservation practices: turn lights, heat, a/c, fans, and ovens off when not in use. Keep exterior doors closed at all times.
3. Proper use of recycling and compost systems.
4. No plastic or Styrofoam dishware. Please use paper, corn, bamboo, or other compostable products.
5. No plastic water bottles. Please bring a water bottle or use water glasses to fill up at the water station or sink tap.
6. No balloons anywhere on the property.
7. Flower petals or leaves are the only items permitted to be left on the ground after a wedding. **No plastic flower petals, aluminum confetti, or biodegradable confetti. Nature products only!**
8. No stickers or window markers are to be used on any glassware.
9. No parking of more than 4 vehicles per Suite Building.
10. No blocking of access route behind main lodge or around suite buildings. A fire lane must be kept clear during loading/ unloading.
11. The event sponsor is responsible for following all check- out procedures.

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12. All items moved during the event must be returned to their original locations or will be assumed missing. This includes tables, chairs, wine/ water/ champagne glasses, all dishware, silverware, and kitchen items.
 13. The event sponsors, guests, vendors and caterers are asked to respect Sunitsch Canyon's residences and other business by driving safely and observing a 25-mph speed limit on Sunitsch Canyon Rd (paved) and 14 mph on all private roads (dirt) on the property.
 14. Smoking is allowed only in the designated smoking shed. Smoking on the premises is prohibited at all times, except in the smoking shed located behind the main lodge. Butts may not be left anywhere other than in outdoor garbage cans or at the smoking shed.
 15. No candles, incense, or any other burnable items (propane stoves, etc.) in suites!
 16. No fires or outside flames are allowed when we are in High- Extreme fire danger to include tea lights on tables, sparklers, or smoking other than in the designated smoking shed.
 17. Any suites or areas that are not included in the facility rental (i.e.: certain suites or bunkrooms) will be kept locked and off-limits to guest use. Please respect their closure.

Any damage done to Tierra's property, or any missing items will be assessed against the event sponsor's damage deposit.

Dog Policy

All guests to Tierra Retreat Center that wish to bring their dog with them onto Tierra Property must obtain permission from the Retreat Center manager, sign a dog agreement letter, and provide a \$50 pet fee in the form of a check (unless it's a service animal.) A maximum of three dogs are allowed on the property per event.

- Owners are required to always be in attendance with their dogs (in the same space) i.e.: on the lodge deck, in the main room of the lodge, in a conference room, on the lodge lawn, etc.
- Keep dog(s) on a leash whenever it is necessary to the personal safety and comfort of others.
- Keep dog(s) out of certain inside spaces: the suite buildings (except Aspen B, Spruce D, or Maple B), the Yurt, **and the Main Lodge kitchen.**
- Keep dog(s) off all furniture.
- **Dog(s) are not allowed to run free on the property** without being near their owner
- Dog(s) and their owners do not have access any other Tierra Learning Center spaces in the lower campus without permission (see attached boundary map.)
- Clean up after the dog(s) by removing any feces and properly disposing of the waste in the landfill dumpster behind the Main Lodge.
- If there is any damage to the property as a result of your dog you will be responsible for those damages (if they exceed \$50)

Failure to comply with above conditions will result in the guest being asked to keep the dog in their suite or vehicle for the duration of their stay.

Thanks for helping us keep Tierra dog friendly and safe for everyone!

Telephone Instructions

Emergencies: Dial 911

Your location: Tierra Retreat Center; 12000 Sunitsch Canyon Rd, Leavenworth, WA 98826

Main Phone Number: 509-548-6880

- Local and Long Distance – Guests can receive incoming calls at their room extension through the main Tierra phone number. Room Suite phones cannot make outgoing calls, other than 911. Please use the phones located in the Guest Office or Kitchen in the Main Lodge for outgoing calls. Long distance may be dialed directly and is complementary within the continental US. Please use a calling card for any international calls. We ask guests to be considerate of this service.
- To call within Tierra grounds from your room phone, press the Intercom button followed by the 3-digit extension.
- Room phones do have voicemail mailboxes. Press the grey key with “C” shaped key and dial “981” to access. The password should be set to “1234” or “1111”. Please erase all unneeded messages.

Tierra Suite Extensions

Aspen A	238	Aspen C	240
Aspen B	239	Aspen D	241
Maple A	242	Maple C	244
Maple B	243	Maple D	245
Pine A	246	Pine C	248
Pine B	247	Pine D	249
Fir A	250	Fir C	252
Fir B	251	Fir D	253
Spruce A	no phone	Spruce C	256
Spruce B	255	Spruce D	257

Other Tierra Extensions:

Lodge Guest Office: 231

Lodge Kitchen: 234

Lodge Upstairs Conference Room: 258

Tierra Main Office: 224 (Andrew Holm)

Retreat Center Manager's Office: 227 (Jen Caldwell)

Land and Facilities Office: 223 (Alex Pedack)

Tierra Garden: 230 (Laura)

Mountain Sprouts Pre-School Office: 259

Emergency Contact Info:

- For immediate problems with facilities, including leaks, repairs, clogged toilets and locked doors, please contact Tierra's Maintenance Manager, Alex Pedak at Extension 223 or 707-570-5852
- For problems with supplies such as toilet paper and paper towels or questions about amenities, please contact Tierra's Retreat Center Manager, Jen Caldwell at Extension 227 or 971-570-1976 (Cell).
- For booking and contract questions, please contact Tierra's Retreat Center Manager Jen Caldwell at Extension 227 or 971-570-1976 (Cell).
- For questions about Tierra Learning Center as a whole and administrative questions, please contact Tierra's Operations Manager Andrew Holm at Extension 224 or 509-548-3519 (Home).

Check-Out Procedures for the Main Lodge

Check Out from the Main Lodge is at 2PM.

1. Return all tables and chairs back to the storage room of the main lodge or back to the meadow. Please follow the signs in the storage room for proper placement. The storage room should contain: at least (17) 30"* 72" rectangle tables (solid and fold out); (8) 18"* 72" rectangle tables; (5) 18"*60" rectangle tables; (10-13) * 60" round tables, and 150 Plastic Folding Chairs. There are 102 Folding Wooden Chairs in the wood shed behind the lodge. There are at least (7) 60" round tables in the meadow shed and 64 plastic chairs.
2. Put away all items borrowed from the storage room: extension cords, power strips, highchairs, extra disposable dish wear, misc. decorations, etc.
3. Remove all personal items from guests or vendors. Make sure to separate rented equipment/ dishware from Tierra's inventory.
4. Leave the lodge in a relatively clean state upon departure including:
 - a. Consolidate all garbage and recycling to designated receptacles behind lodge
 - b. Wipe off all surfaces
 - c. Sweep the floor
 - d. Collect and dispose of all decorations and flowers (flowers can be left for cleaning staff.)
5. Perform all kitchen cleaning duties as outlined in the kitchen agreement.



Check-Out Procedures for the Suites

Check Out from the Suites is at 10AM/ 11AM (contract dependent.)

1. Please leave your suite in a state of general cleanliness.
2. Please remove all garbage and perishables from the suite prior to departure. Garbage should be emptied into the dumpsters outside the back of the Main Lodge. There are recycling cans located on the bottom floor of the suite buildings. We have single stream recycling consisting of #1 and #2 plastic to include clamshell and rigid plastics, aluminum and tin cans, clean paper and cardboard (includes waxy cardboard and corrugated.) NO PLASTIC BAGS PLEASE! There are separate recycling cans for all glass as glass is recycled at a separate facility in Leavenworth.
3. Empty your refrigerator and wipe out any spills or messes.
4. Strip all sheets (heavier bedding and mattress pads only if stained/dirty) and place them together with your dirty towels in the laundry bag provided (on the shelf above the coat rack in the entry way.) Please leave any unused towels stacked in the bathroom.
5. Please shut off all AC/Heat and lights before leaving your room. Leave the ceiling fan on low.
6. Please bring all Tierra items back to the main lodge (ie: games, books, dishware, irons)
7. Please assist the group as a whole to return the Main Lodge (especially the kitchen) to the condition it was upon arrival.

TIERRA LEARNING CENTER BOUNDRY MAP



The Green area is the Retreat Center Facility reserved for exclusive use of event sponsor or as per indicated in the Agreement, including main lodge, suite buildings, amphitheater, yurt, hot tub, recreational meadow, fire pit, and ball courts.

The Purple Area indicates facilities open to Retreat Guests, but which Tierra Learning Center Community Members inhabit or may also coordinate use, including all the trails, the upper field, and pond area.

Red Boundaries demarcate areas closed to Retreat guests (without making further arrangements), including Ropes Course, Forestry/ Biochar site, Arena (area off Rec. Meadow), Art Barn (including Mountain Sprouts Pre-School and MF Pottery), Tierra Village, The Hive, Tierra Garden Organics Farm, and Barn Canyon.

Tierra Retreat Center



Rec. Meadow drop off access roads & RV parking areas (NO Driving on the Meadow!)



Tierra Retreat Center Trails

