



500 Main Street, New Windsor, Maryland 21776 Phone: 410-635-8712 Fax: 410-635-8719

E-mail: nwcc@brethren.org Web: www.newwindsorconferencecenter.org

Property Guidelines

- **Arrival time is between 3:00 p.m. and 10:00 p.m.**, however, other arrangements may be made in advance, based upon availability.
- **Departure time is no later than 11:00 a.m.** On occasion, we may ask that guest rooms be vacated earlier if scheduling dictates such a need. You will be informed prior to arrival if this will be the case.
- **No alcohol is permitted on the campus at any time.**
- **Smoking is permitted in designated outside locations only.** Smoking is not permitted inside the facilities or guest rooms at any time.
- **Promptness is essential for scheduled meals and services.**
- **Quiet time is observed between 11:00 a.m. and 7:00 a.m.** Meetings and events should be scheduled to disburse by 11:00 p.m.
- **Keys must be carried at all times.** Doors are locked at 10:00 p.m. by your resident host or hostess. Your guest key will allow you access to the building after hours.
- **Outside food and beverages are not permitted inside our facilities** unless arranged in advance; a nominal fee may apply.
- **Burning candles is discouraged within our facility, with flameless candles encouraged in their stead.** However, if the burning of candles is an integral part of your event, arrangements may be made in advance with the hospitality office. A deposit of \$50.00 is required and this deposit will be refunded at the close of your event following property inspection. If there is property damage as a result of candle burning, your deposit will be forfeited and you will be charged a rate of \$30.00/hour for repair and cleaning. If unattended burning candles are observed during your stay, privileges will be immediately revoked.

The New Windsor Conference Center reserves the right to apply appropriate cleaning or replacement fees in the event of damage or negligence on the part of any patron

If you have any questions about our policies or rates, please feel free to contact us at 800-766-1553, seven days a week, from 8:00 a.m. until 4:00 p.m.

Authorized Signature: _____

Date: ___ / ___ / ___