



Mar-Lu-Ridge Conference and Educational Center, Inc.

3200 Mar-Lu-Ridge Road, Jefferson, MD 21755
 Phone: 301-874-5544 or 800-238-9974 Fax: 301-874-5545
 Web: www.mar-lu-ridge.org E-mail: mlr@mar-lu-ridge.org

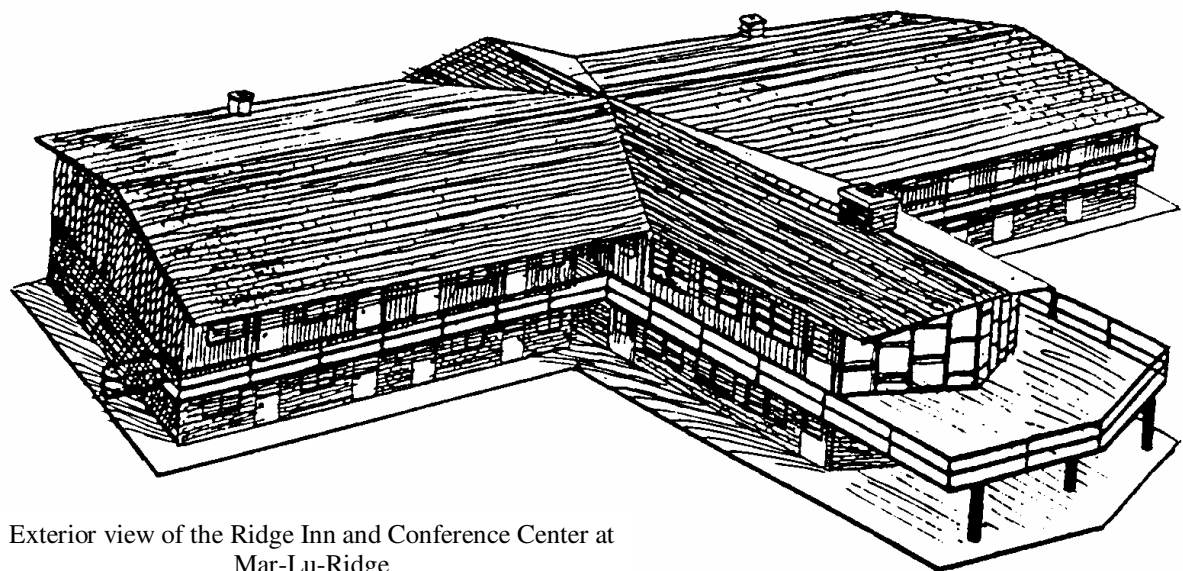


The year-round ministry of Mar-Lu-Ridge offers a mountaintop experience that partners with congregations to change lives, make disciples, and build friendships and Christian community.

A Guide to the

Ridge Inn and Retreat Center

at Mar-Lu-Ridge



Exterior view of the Ridge Inn and Conference Center at
Mar-Lu-Ridge

Ridge Inn and Retreat Center at Mar-Lu-Ridge

Thank you for requesting a contract from Mar-Lu-Ridge and allowing us to host your visit in our Ridge Inn and Retreat Center.

This packet of information will assist with the planning of your retreat in this building. As you will see it includes a description, floor plan, food service options, audio-visual equipment available, nearby hiking trails, check-in/check-out procedures, method used for rate calculations and facility use guidelines.

Please read through this material. Some of the information needs to be communicated to your group members in order to ensure a smoothly run retreat. Should you have any questions, please don't hesitate to call us at 1-800-238-9974.

The entire Mar-Lu-Ridge staff wants your stay to be as comfortable, enriching and enjoyable as possible. Planning ahead is key; reading this information material is a good start.

1. Read the entire contract. If you have any questions, give us a call.
2. Return the signed contract and first deposit on or before the deadline indicated on the contract. We cannot guarantee your spot until these items are received in our office.
3. If the trip leader/coordinator has never been to Mar-Lu-Ridge, we suggest that person, or people, make arrangements to come up for a tour. Seeing the facility beforehand makes the actual experience so much more enjoyable since detailed planning can be done prior to arrival.
4. Now that the dates have been confirmed, it's time to start promoting your retreat to whoever may be attending. Set a deadline for your internal registration and we suggest you require a deposit. Remember that the minimum requirement by Mar-Lu-Ridge for the use of the Ridge Inn is 30 participants.
 - a. The rate for use of the Mar-Lu-Ridge facility is indicated on your contract. In addition to the MarLu-Ridge rate, you may incur additional expenses for transportation, workbooks, outside speakers, etc. These extras may necessitate a slight increase to your participants rate over that on the Mar-Lu-Ridge contract.
 - b. You may want to include the following in your in-house application form: home address and phone number; emergency contact numbers; brief medical information that could include allergies, etc.; dietary restrictions that we may need to know about like vegetarians; time of departure to Mar-Lu-Ridge and time of return; Mar-Lu-Ridge phone numbers in case of an emergency (numbers listed below); goals of the retreat; guidelines; anything else that you may deem important.

Mar-Lu-Ridge Phones:

Office, 301-874-5544; Fax, 301-874-5545; Ridge Inn Direct Line, 301-874-5335. Please remind everyone that we do not have phones in the rooms. The direct line at the Ridge Inn reaches the phone located in the dining area.

If an outside party calls the Mar-Lu-Ridge office, a message may be left on the office answering machine. We will either give the caller the direct Ridge Inn number or take a message for delivery during meal-time. Weekend office hours when groups are in attendance are 7 a.m. to 8 p.m. **Emergency** access is available 24 hours a day.

We do have an internal intercom/phone system which can be used to call the office directly from the Ridge Inn—simply dial #20. This number is posted at the Ridge Inn phone.

To call out from the Mar-Lu-Ridge phone system requires the use of a calling card with a 1-800 access number.

Meals:

Meal times are: Breakfast at 8 a.m.; Lunch at 12 p.m. and Dinner at 5 p.m. Meals are served buffet style from a steam table prepared to begin at these times **not between** certain times. If a person is late, we cannot guarantee a meal; refunds will not be given for missed meals and substitutions are not allowed. Food/meals are not permitted to be taken out of the dining room or saved for guests.

A group at the Ridge Inn may request our morning breakfast buffet which is more flexible in time arrangements; usually 8–9 or later. Give us a call for details—it may be worth a look.

There is a microwave and refrigerator available in the dining room for your use during your stay.

A snack is provided each night - coffee for arrival evening snack based on one cup per person. All snack set-ups will be located in the dining room. Arrangements for coffee set-ups in addition to meal times or additional snacks should be made in advance and will incur additional charges based on request.

In an effort to keep the facilities as nice as possible while managing rates, **Mar-Lu-Ridge strongly discourages food and beverage use in upstairs meeting areas.** Group assumes risk of extra charges if carpets are stained. Your cooperation is appreciated. All items used by Mar-Lu-Ridge must be kept in dining room.

Audio Visual Equipment:

We do have it and if you need it, let us know. Available for use are: TV/VCR's, DVD player, overhead projector, easel, dry erase board, portable viewing screens, LCD projector, chalk board and extension cords.

What to Bring:

At the Ridge Inn and Retreat Center at Mar-Lu-Ridge, all linens are provided. Linens include top and bottom sheets, pillow case, towel and washcloth. The linen bundle will be available for pick-up in the dining room upon arrival. Please return used linens in the pillow case to the linen bin (alcove by steps) by 10:00 AM on day of departure. Pillows, blankets, and comforters are also provided in each room. Small individual use soap bars are also provided and located in each room on bathroom sink.

Items to bring: clothing based on length of stay; walking shoes if you want to walk; Bible; personal items; and anything that may be requested by the group leader or facilitator. As rooms are left unlocked, we discourage expensive items.

Camp Store:

The Camp Store is located in Dining Hall #2 in the Upper Site-Cabin Area, about 2.5 miles up our main driveway. The Camp Store will be open most weekends: Saturday at 1:15 p.m. and Sunday at 1 p.m. Ask a Mar-Lu-Ridge staff for details on store times during your specific stay. Mar-Lu-Ridge will also work with your group's schedule for a time most convenient for you. Just let us know. Arrangements may also be made for times during the week.

About the Ridge Inn:

Room Heat—Each room has its own individual heat/air conditioning unit located under the front window. Due to the unit's efficiency, please use it as your primary source of heat during the cold months not the electric baseboard heaters in the bathroom. The electric baseboard is simply a supplemental heat source while using the bathroom. If you need more heat, simply adjust your main room unit to the appropriate comfort level. Efficiency of operation is greatly enhanced and electric consumption drastically reduced when all windows and doors are kept closed. Turn down the baseboard heater when the bathroom is not in use—this also helps to conserve electricity and expenses.

The room units have a fan that will continue to run even if heat or cool air is not coming out so that the room air may be circulated for more comfort. **Do not put any furniture, luggage etc. within 3 feet** of these units. Please do not sit on them or put any liquids on top of them.

To adjust for cool air or heat, simply press the appropriate button. Please make sure all windows and doors are closed when units are in operation or they will not function properly.

Conference Rooms Heat/Air—All the conference rooms and dining area also have heat and air conditioning. Thermostats are on the walls so that you may adjust to your comfort level. Again, please make sure that windows and doors are closed when in use. If exterior doors are left open during move-in/out, please turn the heat/air conditioning off until moving is complete.

Number of Rooms to be Used—Number of rooms for your group's use based on your contracted number of participants and number of participants in each room as calculated in the rate. If your numbers increase, obviously you will get more rooms; if your numbers decrease, you will get less rooms—if you want a number of rooms over your contracted amount per room without an increase in numbers, we are happy to try to meet your request, however; you will incur an additional charge. **When you arrive, the rooms with the outside light on will be the rooms available for your usage.**

Parking:

Parking is to either side of the building (as indicated on enclosed map). Do not park behind the building—this needs to be open for emergency access. If additional parking is needed, the dirt driveway may be used, the parking area at the bottom of the driveway and across Mountville Road. It is very important that you do not block any part of the driveway—emergency vehicles must be able to pass easily at all times.

Directions to Ridge Inn:

Figure 2, on the next page, gives complete directions to the Ridge Inn. Notice that the Mar-Lu-Ridge main entrance is **not** the entrance to be used for the Ridge Inn. Please inform members of your group.

Pink Information Form: In order that we may properly meet all your needs and requests, please ensure that the Pink Information Form is returned to the Mar-Lu-Ridge office no later than two prior to your arrival.

Ridge Inn Regulations and Helpful Hints: Please be good stewards of the Mar-Lu-Ridge facilities

Please share these procedures with other members of your group. Your cooperation will help us keep our rates as low as possible. Your group is responsible for the conduct of all participants; the group will be charged for any damages.

- † On order of the County of Frederick Fire Marshal, smoking, lighted candles, incense, etc. is not permitted in any room or lounge of this facility.
- † Help to conserve energy: turn off all interior/exterior lights during the day or when not in use; make sure that all doors and windows are closed when heat/air-conditioning is in use.
- † Do not lock doors when leaving room as individual room keys are not available. Should someone inadvertently lock their door, the group coordinator should be contacted.
- † The upper fireplace in the Ridge Inn is a gas fireplace and is equipped with gas logs. **Do Not put paper or wood in the upper fireplace.** Use this fireplace **only** after instructions have been given by a Mar-Lu-Ridge staff person. **Turn off the gas when room is not in use** (pilot may remain on).
- † Pets are not allowed with the exception of special-need dogs.
- † Adult supervision must be present, in the same room, **at all times** for anyone under 18 years of age.
- † All problems or questions related to maintenance, food service, etc. should be relayed first to the kitchen staff and if not available, the office.
- † All groups are responsible for the proper upkeep of the facility during their stay.
- † We will do all we can to accommodate any dietary restrictions, allergies, etc. Arrangements must be made in advance. If not, and a question comes up, please inform the kitchen staff of your concern; they will do everything possible to help you. You just need to let them know.
- † As we accommodate many thousands of guests throughout the year in the Ridge Inn, we ask that you please leave the facility in the same condition as when you arrived. Please avoid the use of masking tape, duct tape, thumb tacks, permanent markers etc., as they leave permanent marks on walls and doors.
- † Mar-Lu-Ridge discourages the moving of furniture as damage is likely to occur. Furniture may not be taken out of rooms or beds moved to different rooms. Extra charges will be added for damaged furniture or if our cleaning service must return furniture to proper locations. Never put beds at heaters.

Checkout Procedures:

- † Checkout time is based on contract, usually two hours after last meal. Additional charges will be incurred if group leaves later than the contracted checkout time.
- † Throw away all personal items (soap, shampoo, etc.) that you do not want.
- † Pick up all paper and other loose trash items in rooms and throw away.
- † All furniture should be in original locations.
- † Please make sure pillows, blankets, and comforters are all accounted for in each room.

Checkout Procedures (continued):

- † Turn all lights and air-conditioner units, close all windows and secure all doors. In winter, turn off heat pump in the large room, in bathroom line-up red dots on heat unit **and close the bathroom door.**
- † Make sure that you have all of your belongings.
- † Have a safe ride home.

When You Arrive:

There will be a welcome sheet on the dining room bulletin board titled, "Group information Sheet, Ridge inn and Retreat Center". Much of the same information that you have read here is included plus any updates or material pertinent to your group. The information sheet will indicate rooms to be used-all the rooms with the outside light on.

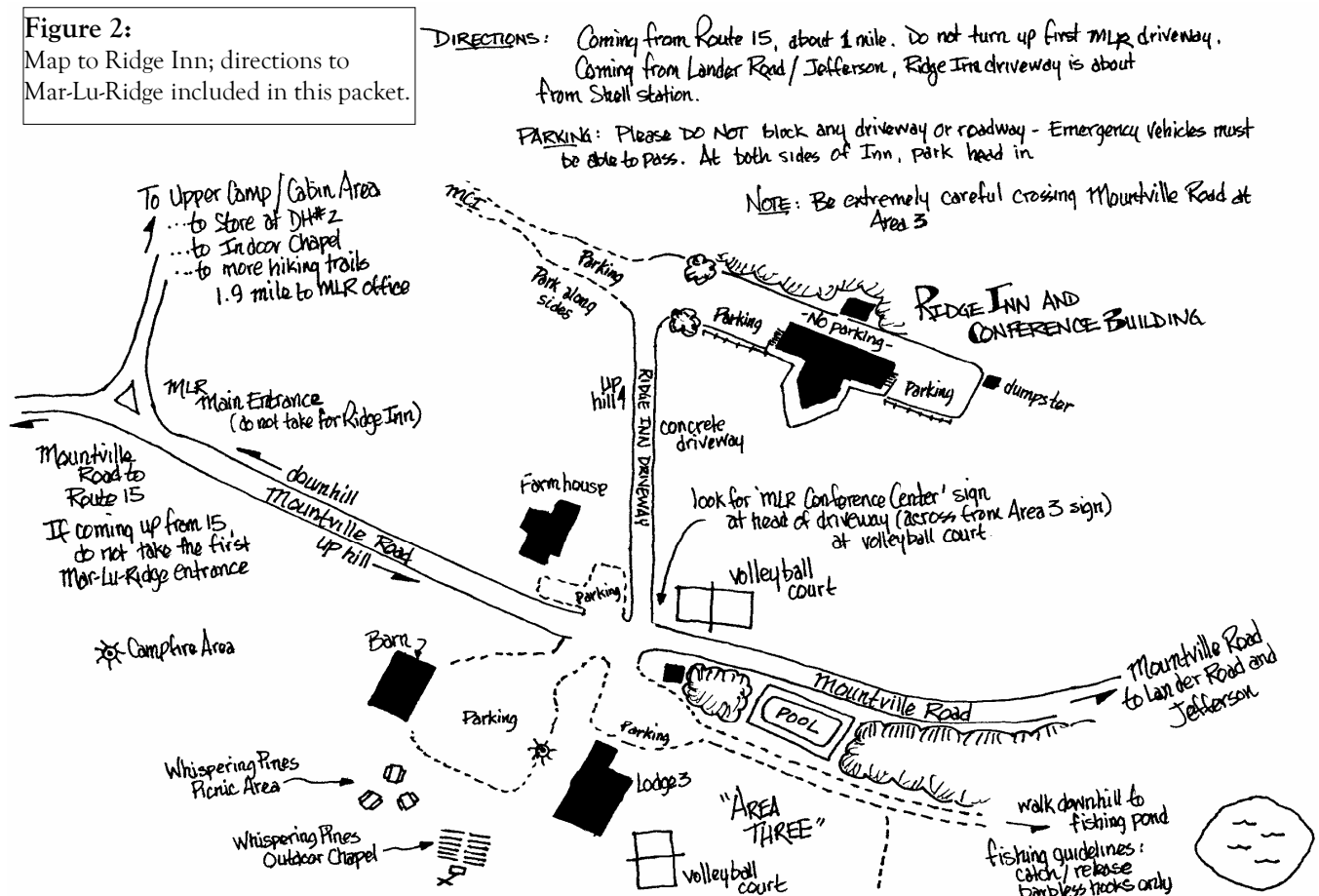
Upon the leader's arrival, please contact the office (#20) to notify the staff liason on duty that you have arrived. If you have any questions at that time, just ask.

Recreation While You Are Here:

During your stay, please enjoy our outdoor and indoor recreational opportunities. In the Ridge Inn there is a ping-pong table. There are also two volleyball courts nearby (see map below), several ponds for fishing and hiking trails (maps are located at the bulletin board in upstairs lounge). Tetherball and basketball is also available-ask a Mar-Lu-Ridge staff for availability on your particular weekend. The Camp Store is located in the Upper Site-Cabin Area. Equipment is available-just ask the Mar-Lu-Ridge staff; equipment must be returned prior to departure.

Anything Else?:

We hope that this packet is helpful for your planning. However, if you do have any other questions, call us at 1-800-238-9974. See you when you arrive!





MAP DIRECTIONAL AND ON-SITE

Mar-Lu-Ridge Conference and Educational Center, Inc.
 3200 Mar-Lu-Ridge Road
 Jefferson, Maryland 21755
 301-874-5544
 FAX: 301-874-5545

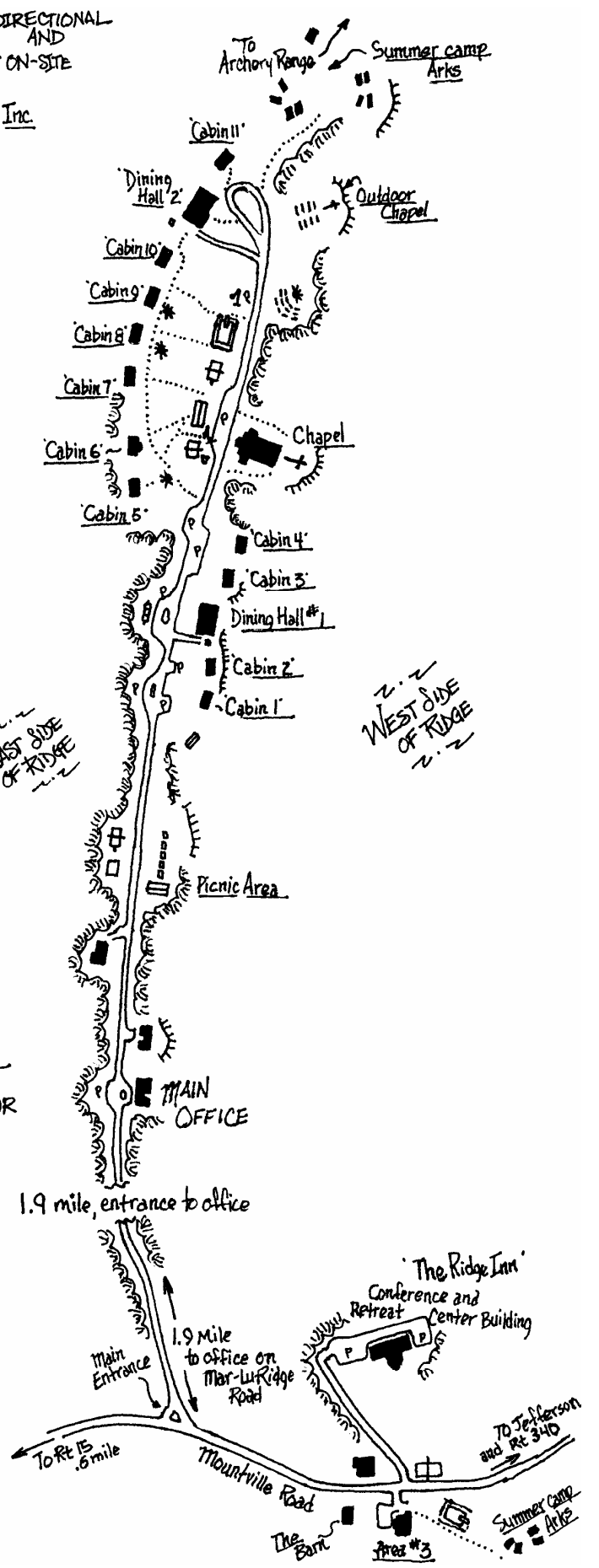
"What a view from 'The Ridge'!"
 However, Please be careful!
 Please DO NOT climb out onto the rocks...
 The rocks are also the homes of snakes - so be very careful during the warm months

- KEY:**
- ⚡ ROCK OUTCROPPING (please, DO NOT climb on rocks!)
 - P: designated parking areas
 - *: campfire areas (please, build only in these areas)
 - ⊠: volleyball court
 - ⊞: basketball/volleyball court
 - ▩: pavilion
 - 1: teetherball ∩: horseshoes

THE CAMP STORE IS LOCATED IN DINING HALL #2
 YOU WILL BE NOTIFIED OF OPEN TIMES UPON YOUR ARRIVAL AT MAR-LU-RIDGE



Help keep Mar-Lu-Ridge clean!
 Please dispose of paper, gum etc in appropriate trash cans.
 Thank You.



Directions to Ridge Inn (different than Upper Site/Cabins)

From Baltimore: Go West on Interstate 70 toward Frederick, Maryland. Exit Interstate 70 West at Exit 52 (Route 15 South/340 West). Approximately 4 miles from Frederick, take Route 15 South toward Leesburg (left lane). Go approximately 2 miles to first crossroad (Mountville Road), and turn right onto Mountville Road. ***And follow the “off Mountville Road” directions below.

From Washington D.C.: Go North on Interstate 270. 270 changes to Route 15 at which time you will exit at Jefferson Street/Route 340. At top of ramp, turn left at light onto Route 340 which will merge with Route 15. Approximately 4 miles from Frederick, take Route 15 South toward Leesburg (left lane). Go approximately 2 miles to first crossroad (Mountville Road), and turn right onto Mountville Road. ***And follow the “off Mountville Road” directions below.

From Northern Virginia: Go North from Leesburg, VA on Route 15 into Maryland. After crossing the Potomac River, continue 5 miles to Mountville Road. Watch for the mile markers. Turn left onto Mountville Road. ***And follow the “off Mountville Road” directions below.

*****Directions off Mountville Road: Ridge Inn**— On Mountville Road, continue **past** Mar-Lu-Ridge Road, up hill. Notice white fencing on both sides of road. Look for Ridge Inn sign on left, across from **Area 3/Lodge 3**. Turn left onto Ridge Inn driveway and proceed up concrete driveway.

Directions from Charlestown and Harpers Ferry area: Use Route 340 and exit at the Jefferson Exit which is Lander Road. Merge right onto Lander and take immediate left onto Mountville and pass Shell station. Proceed approximately 1.5 miles to Ridge Inn driveway on right at pedestrian walkway sign. Mar-Lu-Ridge Road to cabins/chapel area is just over hill—turn right onto Mar-Lu-Ridge Road.

Directions to Mar-Lu-Ridge

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***Directions off Mountville Road:

Cabins/Chapel—Once on Mountville Road, go .6 mile to Mar-Lu-Ridge Road. Turn left onto Mar-Lu-Ridge Road. Office is 1.9 miles up driveway. Chapel is approximately 2.5 miles from Mountville Road.

Ridge Inn— On Mountville Road, continue past Mar-Lu-Ridge Road, up hill. Notice white fencing on both sides of road. Turn left at Ridge Inn driveway, across from **Area 3/Lodge 3**.

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