

General Instructions / Policies

The CLRC facility at Lake Gaston (191-201-203 Lost Forest Rd., Bracey, VA) is to be used for the purposes intended. An Application Form, signed by a representative of the user group, with a \$100 non-refundable deposit, is required.

1. All users of the facility are expected to **clean up** whatever that was used and dispose of all garbage when you leave (\$100 will be charged if someone has to be hired to clean up). There is no garbage service at the site, so **you need to provide your own bags and discard the garbage** at the dumpsites located on Rt. 903, behind the Shell gas station next to the I-85 Bracey exit. **You are also responsible for any damages incurred as a result of the stay.**
2. No pets are allowed.
3. Enter the dorm (Cedar House) and the main building (Maple House) classroom via the back doors.
4. Bring your own **pillow case/linens/blankets/towels/personal toiletry** if you are staying overnight.
5. Bring **flash lights** to be used at night outdoors and/or walking to the Maple House for meeting.
6. Because of the steep slope and the lake, children must be watched at all time to insure safety. *The lake water is deep just a few feet off the end of the main dock/boat house. All users must sign the **Liability Waiver Agreement** and are responsible for their own safety during their stay at all time* (children are represented by their parents.) In addition, watch out for possible snakes and ticks (refer to ticks instructions) during warm weather, if you take walks outdoor in the wooded and grassy areas. Wearing long sleeves, pants and hats, proper shoes, and **using insect repellent** sprays covering your entire body are highly recommended. *Drive slowly* (speed limit: 15 mi/hr) once you enter Mallard Lane from Rt. 903. *Inspect the boat before use, and extra caution is required if you use the CLRC pier.*
7. Cooking of food and serving are normally done in the dorm(s) kitchen and dinning areas unless specified otherwise.
8. The **main building (191 Lost Forest**, known also as the **Maple House**). Make sure that *the well water switch is turned on first*, which is located in the back wall of *the basement recreation room*. (During warm weather, *this is usually already on.*) Then, if hot water is desired, **turn on the hot water heater switch** located and labeled in the electrical panel box *in the garage*. When you leave, turn off the hot water switch first if it is used and then the well water switch.
9. The well water switch/level for the **dormitory #1 (203 Lost Forest**, known also as the **Cedar House**,) is located outside on the electric power pole near the back entrance. This must be turned on first. **There are TWO hot water heater switches** which are located in the electrical panel box in the back entrance hallway inside. **These switches are clearly labeled on the panels.** (Do **NOT** touch the grey **heat pump switch** which is also located in between.) You may need to **drain the hot water** initially for 20 minutes before turning it on, if the water smells (harmless) due to period of disuse. When you leave, **turn off the 2 hot water heater switch(s) first**. Do NOT turn off any other switches.
10. The well water switch/level for the **dormitory #2 (201 Lost Forest**, known also as the **Pine House**,) is located and labelled in the basement utility room. This must be turned on first. The hot water heater switch is located and labeled clearly in the electric panel box in the room behind the kitchen. When you leave, **turn off the hot water heater switch first before the well water switch**.
11. When you leave, **adjust the room temperature(s)** to the original setting. **Close all the windows/ curtains/shades** in the common area and your bedrooms. **Make sure entrance doors / lights / fence gates are closed / off /locked** as you found them. **You need to lock both the upper & lower locks on front & back entrance/exit doors.**
12. Make sure you know how to operate the **A/V equipment** and turn everything off upon departure.

Your registration fee only covers partial cost for operating the facility. Any donation to help cover the facility maintenance will be greatly appreciated. (If a tax deductible receipt is needed, please make check payable to **CLRC**, a nonprofit tax deductible Christian organization.) Alternatively, you may also perform one or more of the volunteer services listed elsewhere for the maintenance and/or improvement of the facility.

CLRC 一般 使用規則

更新中心 (座落在 Lake Gaston, 191 -201- 203 Lost Forest Rd., Bracey, VA) 的使用當按照不違背中心宗旨的目的。使用團體代表必須在申請表上簽名和交付\$100 不能退還的定金。

1. 所有坊地的使用者應該清理使用過的東西並且在離開時將所有垃圾帶走 (否則須付\$100 元假如需要雇人來清理)。中心沒有倒垃圾的服務，所以你們得自備垃圾袋並將垃圾帶到丟垃圾的地方 (在 Rt. 903 靠近 I-85 Bracey 出口 Shell 加油站的後面。) 你需要為任何使用期間損壞的東西負責。
2. 不能帶任何寵物。
3. 由后門進入 Maple House 教室 and Cedar House
4. 如果你過夜的話需帶自己的枕頭套、床單、被子、毛巾、盥洗用品。
5. 帶手電筒以備晚上外出或去 Maple House 參加聚會用。
6. 因為陡坡和湖，小孩必須小心看著以策安全。離碼頭不遠湖水很深，每人得簽一份 " 意外事故責任豁免 " 同意書並負責自己的安全 (孩童由父母負責)。在溫暖的季節當你走在草地或樹林裏小心蛇或扁虱 (請看扁虱單張)。最好穿長袖長褲戴帽子，適當的鞋子而且用驅蟲劑在外出之前噴灑全身。開車從 Rt. 903 進 Mallard Lane 時車速不宜太快 (速度限制每小時 15 英里)。假如你租船並使用 CLRC 碼頭時你得特別小心及檢查船已經存在的損壞。
7. 食物及飲料通常都是在宿舍的廚房、飯廳、除非有特別需求。
8. 主樓 (191 LostForest，也叫做 Maple House) 要確定水井的開關先打開 (在地下室的娛樂室的后牆)。如果你需用熱水，你需要將車房斷電裝置裏的熱水器開關打開。當你離開時，你需要把熱水器及水井開關關掉。如果你用了壁爐，也請你把它關掉。
9. 宿舍 #1 (203 Lost Forest, 也叫做 Cedar House) 的水井開關在后門入口外的電燈柱上。要先打開。有兩個熱水器開關在后門入口走道的斷電裝置裏。這些開關在控制板裡被標明的很清楚。(請不要動兩個熱水器開關中間的灰色開關--heat pump)。如果熱水有異味 (無害)，你需要在打開熱水器開關之前先開熱水讓它流 20 分鐘。離開時先關熱水器開關再關水井開關。
10. 宿舍 #2 (201 Lost Forest, 也叫做 Pine House) 的水井開關在地下室熱水器旁、有清楚的標明、要先打開。熱水器開關在廚房后房間斷電裝置裏有很清楚的標明。離開時先關熱水器開關再關水井開關。
11. 當你離開時，將室內溫度調到原來的位置。將所有窗戶、窗簾、遮陽關掉或拉下。燈、門、外院門都要關掉或鎖起來。請將前後門都鎖好。
12. 你需要知道如何使用影視音響器材,在離開時將它們全部關掉。

註冊費只夠付部分的坊地維持費，如有此方面的奉獻我們會很感激。(免稅證明得用支票寫給 CLRC)。你也可以自願的為維護及改善坊地供獻你的時間及精力。