

Ecumenical Community of Chautauqua (ECOC)
PO Box 988 ♦ Chautauqua New York 14722 ♦ Registrar - 716 581-3659
Shaw House ~ Bird-Werner House ~ Westervelt House
Website: www.ecoc-chautauqua.org

RESERVATIONS: All reservations will be processed **beginning**
FEBRUARY 1ST - using the **postmark date**. The **processing** order is:
Clergy – 2019 Volunteers - Returning Guests - New Guests.

Rooms are rented by the week from Saturday afternoon to Saturday morning. Guests can stay a **maximum of 3 weeks**. A limited number of *first floor* rooms with half or full baths will be given first to people whose age and health require them. Please indicate **several** room choices on your *Reservation Request*. **NO SPECIFIC ROOM NOR KITCHEN IS GUARANTEED** from year to year. All guests' names must be included on the Reservation Request form at the time of booking. Changes must be reported prior to Check-In.

ACCOMMODATIONS: We have three quaint buildings, each with its own host and hostess and supervised by the Managers. Guest rooms are on four (4) floors and ALL guests have use of ALL our friendly conversational porches.

- ♦ All rooms have sinks and most rooms share a bathroom on each floor.
- ♦ Pillows, blankets and bedspreads, mattress pads and pillowcase covers are provided.
- ♦ Please bring your own sheets and towels.
- ♦ If necessary, linens (sheets and towels)* may be rented **\$20.00** (plus tax) per person per week
**One set of sheets per bed per week; two sets of towels per person per week.*
- ♦ You will be assigned **refrigerator***, table space and shelf space in one of our community kitchens. ***Special kitchen requests will be honored, if possible.***
- ♦ Cookware, small appliances, eating utensils, dish soap and dish towels are provided.
- ♦ We ask our guests to CLEAN their own room and kitchen space at the end of their stay.

By doing your own cleaning, YOU help keep room rates low.
All cleaning are supplies are provided. THANK YOU!

- ♦ *NEW* - A \$25 room cleaning fee (\$40 for the apartment) will be charged to all guests who do not follow the ECOC room cleaning procedures. The *Fee* must be paid prior to the next year's registration.
- ♦ If you are unable to clean your room, a paid-in-advance fee of **\$25.00** (\$40 for the apartment) can be added to the Reservation Request (see box on Page 2 of the form)

***Please remember refrigerator space is SHARED and LIMITED**

ROOM RATES: The room rate depends on several things: if the room has a private bath, the floor the room is on, and whether the guest is clergy. Rates do not include linens (sheets and towels) and do include New York State occupancy tax. We have single rooms, double rooms, family units and two (2) apartments that sleep up to six (6) people. Rates range from **\$200.00** to **\$600.00** a week (plus tax).

FULL SEASON ROOMS FOR WORKERS & COLLEGE STUDENTS:

- ♦ Five (5) double rooms and two (2) single rooms – are available at the Ecumenical Community of Chautauqua. Call the Registrar for information.
- ♦ Mail Options: Rent a box from the Chautauqua Post Office or arrange for your mail to be forwarded once a week from your home post office.

POLICIES

- ◆ ECOC wants to provide safe accommodations for everyone. We require that individuals are capable of self-care, physically and mentally, and able to evacuate the building in an emergency without the use of an elevator. If you have any questions regarding this requirement, please contact the Managers.
- ◆ We strongly recommend children (12 and under) staying with us be enrolled in Children's School, Club or classes as we do not have a play area and we are located next to the AMP.
- ◆ Children (12 and under) must be under parents' supervision while they are in the buildings (*including the kitchens*) & are not to be left on their own while parents attend programs.
- ◆ An adult must reside in the room if the children are 18 years old and younger.
- ◆ ***NO SMOKING, CANDLES, OR ILLEGAL DRUGS* are permitted in the three houses, on the porches or around the buildings.**

NEW



Summer 2020

ECOC
August 26, 2019
Board Resolution

Wine MAY be consumed in the three ECOC kitchens!.

NOTE: Wine is NOT allowed on porches or around the buildings.

- ◆ Bicycles must be labeled with owner's name and parked in the ECOC bike racks provided. Bicycle LOCKS are recommended. Bikes CANNOT be stored in guest's room. **Registering** your bicycle with the Chautauqua Police Department may increase chances of recovering the bicycle if it is borrowed (stolen). 😊
- ◆ Limited number of ECOC bicycles are available for occasional use by guests.
 - ◆ **Quiet times** are between **11 P.M.** and **7 A.M.**
 - ◆ Rooms have a limit to the number of occupants.
- ◆ When planning your stay, know that we have a **propane grill** - a welcome addition to our cooking options. So, be sure to bring food to barbecue!!
 - ◆ The ECOC does NOT rent to Chautauqua property owners.
- ◆ **Remember** - If you are coming for multiple weeks, be aware there is NOT shelf space for ALL your food in the kitchen.

Booking a room with us means you agree to abide by these policies.

CHECK-IN/CHECK-OUT

- ◆ Check-in is on *first floor* of the **Shaw House** (see **OFFICE** sign front porch)
- ◆ Check-in time is **Saturday** between **2:30 P.M.** & **6 P.M.** (Directions from the Main Gate to the Shaw, Bird-Werner & Westervelt Houses are on the BLUE information sheet included with your room *Confirmation* document)
- ◆ Other times can be arranged by calling the Registrar cell phone **716 581-3659**
- ◆ The balance of your room rental is due when you *Check-In*. ◆ *Cash* or *Check* made payable to *ECOC*. Credit Cards accepted for *in person* Check-In.
- ◆ All checks & money orders must be in **US Funds**. ◆ No foreign currency.
- ◆ Check-Out time at the end of your stay is at **10:00 A.M.** on **Saturday**.
- ◆ Note that your weekly gate pass expires at **10 AM** and you may be liable for an additional Gate Fee for late departure.

DEPOSIT, CANCELLATION & DONATION

A deposit of **\$100.00** per room *per week* is required with your reservation request. If your room reservation is cancelled *after* **April 30, 2020** your room deposit will **not** be refunded and will be considered a *tax deductible gift* to ECOC and a receipt for tax purposes will be mailed to you.

Please provide a ***self-addressed stamped business size (#10 letter size) envelope*** with the completed *Reservation Request* form, *Deposit* and *voluntary Building Upkeep Gift*.

Completion of the *ECOC Policies Acknowledgement and Emergency Contact Information* form **MUST** be included with your Reservation Request. A room *Confirmation* will **not** be sent until this document is received.

Please remember, ECOC has no endowment or source of income other than room rents and gifts. For this reason, we encourage a voluntary *Building Upkeep Gift* of **\$30** or more *per room per week*. This optional charitable gift can be considered *tax deductible*.

NOTE: Room assignment follows ECOC registration guidelines and is NOT dependent on whether or not an *Upkeep Gift* is included. These gifts enable those who can pay more to do so and yet help keep low-cost for those who cannot pay more.

THANK YOU!

From September 1, 2019 to June 15, 2020

Please send mail to:

E. Carol Maxwell, Registrar
Ecumenical Community of Chautauqua
PO Box 208 Warren, Ohio 44482-0208
716 581-3659 ecocregistrar@gmail.com

From June 16, 2020 to August 31, 2020

Please send mail to:

E. Carol Maxwell, Registrar
Ecumenical Community of Chautauqua
PO Box 988 Chautauqua, New York 14722
716 581-3659 ecocregistrar@gmail.com

THANK YOU for choosing to spend your time in Chautauqua
with us at the Ecumenical Community of Chautauqua.

We look forward to hearing from you!

THE ECUMENICAL COMMUNITY OF CHAUTAUQUA

A community of religious inclusion and compassion, providing hospitality and affordable accommodations, promoting dialogue, fellowship and growth.



CHECK IN TIME **BEGINS AT 2:30 P.M.!**

Agreement to Follow ECOC Policies and Emergency Contact Form

MUST be submitted with the *Reservation Request*
Reservation **CANNOT** be Confirmed without this form

***PLEASE REMEMBER**
REFRIGERATOR SPACE



IS LIMITED!

The same room and kitchen assignment is not guaranteed from year to year!

Rooms have a maximum number of occupants!

An adult must reside in the room where children are 18 years and younger!

The ECOC **does not** rent to Chautauqua property owners!

www.ecoc-chautauqua.org