



THE ECUMENICAL COMMUNITY OF CHAUTAUQUA
P. O. Box 988
Chautauqua, NY 14722-0988
www.ecoc-chautauqua.org

Month Day Year (Specific month day year letter prepared)

The top part of this cover letter will contain the guest's details about their specific reservation.

Dear **XXXXXXXX**,

On behalf of the Ecumenical Community of Chautauqua (ECOC) board, I am pleased to confirm your reservation at the ECOC – **Shaw/Bird-Werner/Westervelt House** for Week **XXXX** (the dates of Month Day to Month Day for the 2021 season).

Your balance due is \$XXXX. XX. We accept cash, check, or credit card payments at the time of check-in.

This will be a different year because of COVID-19. Please read the following information **carefully**.

1. All guests are required to receive a completed COVID-19 vaccination prior to staying at the ECOC for the 2021 Season. The series must be completed at least two weeks prior to the beginning of the stay. There are three very limited exemptions outlined in the enclosed vaccination policy.
2. Chautauqua Institution charges a gate fee for all persons over 12 years of age. The Institution phone numbers are 800-836-2787 or 716-357-6250. Their website is www.chq.org. Note the different gate passes and their corresponding costs for 2021.
3. When you arrive, a pass can be obtained as you drive through the gate so that you can unload your luggage/food at the ECOC. After unloading, move your vehicle to the main parking lot. There is a charge for parking your car in the lot, and we suggest you purchase a parking pass in advance. Do so at www.chq.org.
4. Check-in time is from **3:30 to 6:00 p.m. Eastern Time on the Saturday afternoon** of your arrival. If you plan to arrive later than 6:00 p.m., notify us in advance. *Please try to honor the arrival times; the ECOC normally is not ready for occupancy before 3:30 p.m.*
5. On Saturday evening at **6:30 p.m.**, we will go over the new procedures and protocols due to COVID-19. At least **one member of each party must** attend this meeting. Staying at ECOC in the Summer of 2021 means agreeing to attend this meeting.
6. We plan to have our Tuesday 3:15 p.m. social gathering outside each week if weather permits. Please join. It will be outside only, with no tours of the houses.
7. Smoking and pets are not permitted.

8. Consumption of wine is permitted in the three kitchens and at the table by the grill, but not on the porches or in the rooms.
9. Mealtimes will be selected or assigned during the Saturday (6:30 p.m.) meeting. That's another reason someone from your party should attend. This year especially, please plan to make meals simple. No non-ECOC guests are allowed for meals in the kitchens this year.
10. Bedspreads, blankets, and mattress covers will be laundered every week and provided. Bring your own pillows, pillowcases, sheets, and towels. ECOC rents sheets and towels for \$20/person/week.
11. Each room receives refrigerator, freezer, and shelf space for their food. The kitchen is communal. There is an outside gas grill for use.
12. Every room has a sink, mirror, and overhead fan.
13. Bathrooms are communal. While hosts and managers will clean each bathroom daily, all guests, especially this year, are expected to leave the bathroom clean after each use.
14. While we are sad to see you leave, please do so by **10:00 a.m. on your final Saturday**.

We look forward to welcoming you to the ECOC! Living in community is wonderful. We must follow these procedures and protocols to keep everyone safe.

E. Carol Maxwell, Registrar
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