



TIERRA RETREAT CENTER

FACILITY GUIDE:

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Locations of Amenities

Main Lodge

Basement:

1. **Laundry Room (down the stairs and to the right):** Contains extra towels for the hot tub, irons, ironing boards, cleaning supplies, TP, paper towels, bathroom supplies, hairdryers, hangers, washer and dryers (\$3 per load to cover detergent and resource use), extra cleaning rags for kitchen. Please return all borrowed items prior to departure.
2. **Bunkrooms (down the stairs straight ahead and to the left):** To be used only if rented out in facility rental agreement; one contains 10 total beds and one contains 12 beds. Linens available for rental price of \$16/ bed to include top sheet, quilt, and towel set.
3. **Game Room (down the stairs, down the hall to the left, room on your right):** Contains games, puzzles, toys, foosball table, children's books and magazines, TV, DVD/ VCR combo, family VHS and DVDs.

Main Floor:

1. **Main Room:**
 - a. **Furniture:** The furniture is centered on the fireplace. This can be moved anywhere in the main room. Please do not place outside without permission.
 - b. **Fireplace:** Firewood and kindling is located on the side deck outside the exit door by the women's restroom. Additional firewood is in the wood shed behind the main lodge. There is a metal bucket for ash on the porch. Please do not place hot coals in the bucket.
 - c. **Piano:** Tuned annually this piano is for all to use. Please respect it and do not move it or place any items directly on the piano other than sheet music. Thanks for keeping it pretty!
2. **ADA restroom and Entry Way ramp:** Restroom located off alcove of main room. It also includes a diaper changing station. Entry way ramp located off deck outside of exit door by men's restroom.
3. **Storage Room:** Contains 150 plastic chairs; (15) 30" * 72" rectangle tables (solid and fold out); (10) 18" * 72" rectangle tables; (6) 18" * 60" rectangle tables (10-11) * 60" round tables; extra wedding decorations; baskets and fake flowers; wood rounds, moss, and pine cones for decorating; extra disposable cups, plates, and silverware; signs for event/ facility locations; buckets for ice/ flowers; fans; wheelchair; space heaters; high chairs; pack-n-plays; booster seats; projector; extension cords; and electrical power strips.
4. **Guest Office:** Contains extra suite keys, telephone for outside calls, coat rack and hangers, white boards, projector screens, maps of retreat center, maps of Leavenworth, limited office supplies, and other misc. local information.
5. **Restrooms:** Men's and women's restrooms located on each side of the main floor. Four showers located at the back for bunkroom users and campers.
6. **Kitchen:** Full size commercial kitchen to include 6 burner gas stove and oven, gas grill top, commercial dish sanitizer, four warming pans, dishware and glassware, glass door open cooler, storage shelves, stand up freezer, two convection ovens, and big walk in cooler. See kitchen inventory for more details of what is provided in the kitchen.
7. **Deck:** There are 12 patio tables and approximately 36 chairs that can either stay on the deck or be moved. We also have two portable electric patio heaters upon request.



Upstairs:

1. **Conference room A/ Library:** Contains small library, rocking chair, whiteboards, and small couch.
2. **Conference room B:** Largest conference room capable of holding 40 people. Contains whiteboards, projector screen, and counter space with stools.
3. **Conference room C:** Contains whiteboards, small couch, table, several office chairs, counter space, and telephone for outside calls. Door can be locked for private access only.

Other Main lodge Amenities:

- **Wi-Fi:** Listed as **Tierra Retreat**. There is **no password**. The best available technology right now, for us, supplies limited bandwidth. E-mail and basic web browsing are reliable. We ask that guests not stream video of any duration; it simply bogs down the system for all users. For presenters, we recommend downloading any large files before coming to Tierra. There is **no Wi-Fi in the suite buildings**.
- **Telephones:** Cell phone coverage is limited in Sunitsch Canyon. Currently Verizon has the best coverage at Tierra. If you have Verizon you will most likely be able to at least text if not make calls in the lodge and at the suites. An outside line is available for guests in the Main Lodge Guest Office. Long distance US mainland calls only may be dialed directly at no charge. We ask that guests respect this service and limit the duration of any call.

Suites

1. **Private bathroom:** Contains hand and body soap, shampoo, washcloths, make-up remover pads, towel sets, and extra TP and Kleenex.
2. **Private bedroom:** All linens provided for main queen size bed; two small bed side tables with lamps, alarm clock; telephone (see below); wardrobe with drawers, hanging space, and shelves containing linens for the queen size hide a bed; and an air conditioning and heating unit.
3. **Sitting room:** Contains queen size hide a bed couch, small table and two chairs, Tierra Retreat Center notebook, propane stove, wall heater, small refrigerator, bar sink, four piece plastic dish set, and a microwave
4. **Telephones:** All Room Suite phones have individual extensions and voice mailboxes. They can dial to any Tierra extension. The voicemail password in the Room Suites is either 1234 or 1111. Room Suites can receive incoming calls routed through the main Tierra phone number. Extensions are posted on our website and in the room books and the Guest Office in the Main Lodge. Room Suite phones cannot make external calls other than emergency 911.
5. **Check Out:** Please follow the check-out procedures located next to the doors of the suites. We ask guests to assist us when checking out of Room Suites by removing perishables, consolidating garbage and leaving rooms generally as they were found. Thanks!
6. **Hot Tub:** There is an eight person hot tub located between Fir and Spruce buildings. Please keep the cover on when not in use and do not leave behind any personal items. Please do not adjust the settings.

Outside Grounds

1. **Amphitheater:** The trail up to our outdoor amphitheater is located out the back corner of the main lodge. Often used for wedding ceremonies it is capable of holding 120 guests with a centered main stage. Lighting along the path can be turned on via the switch at the beginning of the trail and there are four 120 volt plug-ins at the top of the trail for electrical access.
2. **Yurt:** A 30ft yurt is located outside the main lodge via a trail from the guest parking lot and staff parking area off of the deck entrance to the main lodge. This is used commonly for yoga and meditation. Yoga mats and pillows are provided. **No overnight sleeping is allowed in the yurt.** The yurt is available in winter for an inside space option. It is heated via 4 radiators that remain turned off in the winter except when in use. Please keep the yurt a clean and peaceful location!



3. Meadow:

- a. **Outdoor event tent:** The tent is available for all facility rentals. It is 26'*46' and can hold approximately 120-140 seated guests.
- b. **The meadow shed** behind the tent holds: (9-10) 60" round tables; 121 wooden chairs with white vinyl seats; 32 white plastic chairs (same as the ones in the lodge); and 14 heavier white plastic chairs- a little thicker plastic than the other ones
- c. **Meadow power source:** There is a Spider box located by the garbage/ recycling containers and fire pit: (4) 120 volt outlets and (2) 240 volt outlets. An extension cord is run over to tent to plug in the tent lights. There are additional (4) 120 volt outlets below the guest parking with an extension cord to lights under the trees. All outlets are on their own circuit.
- d. **Basketball Court:** There is a full size basketball court and basketballs available for use. If there aren't any by the court there are some located in the game room of the main lodge.

4. Outdoor BBQ and Wood Fire oven:

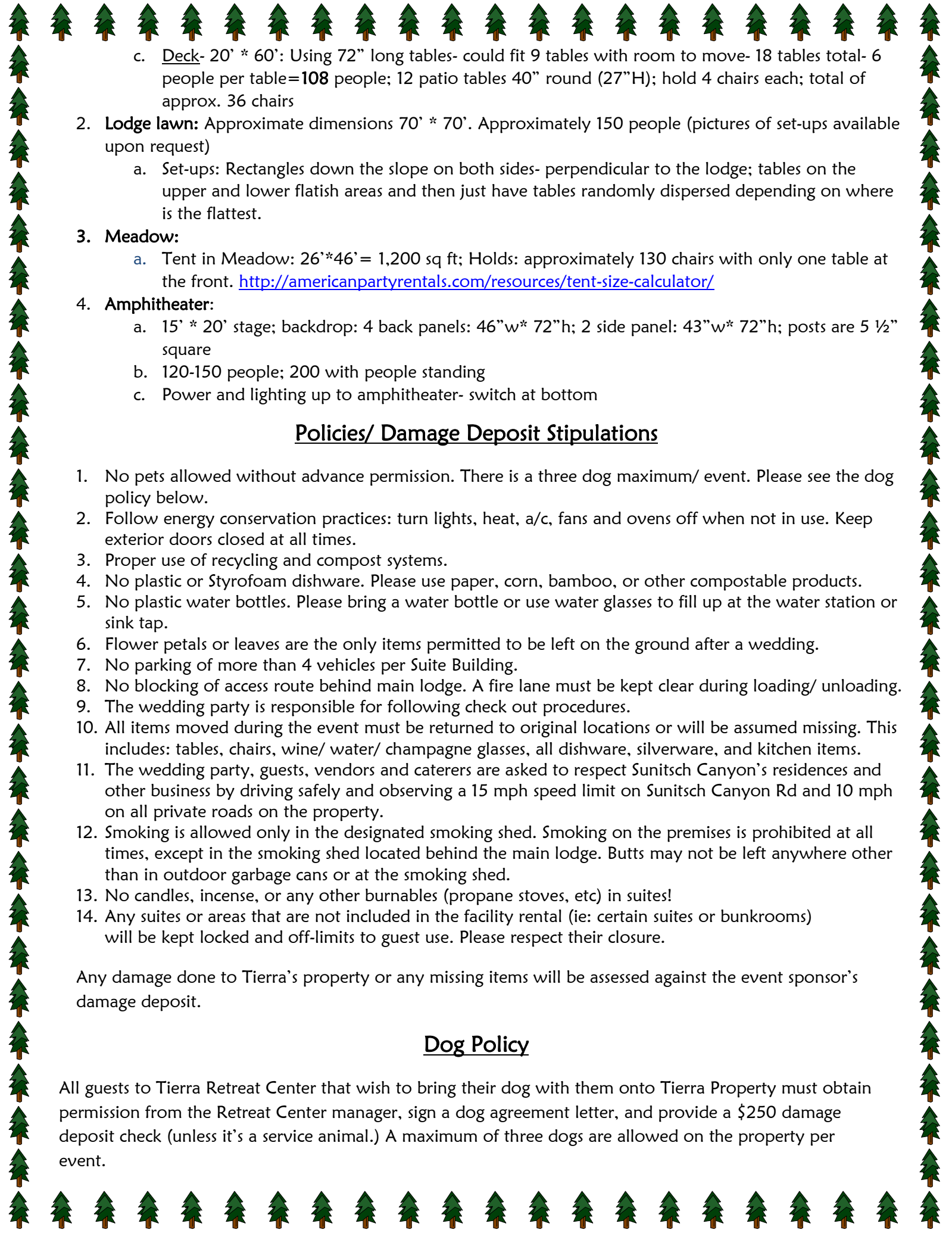
- a. There is a propane BBQ available for use by anyone renting the full facility or main lodge. Tierra provides the propane. Please let Jen know if you will be using the BBQ or wood fire oven during your stay.
- b. The wood fire oven is also available. It can only hold about 1-2 pizza's at a time. We provide the wood needed to use the oven

5. Trail System: There are 3 fairly well marked trails around Tierra Retreat Center varying from 1-2 miles in length. There is also a nice wide flat trail from the yurt to the other side of the property with access to Barn Canyon group camping area.

Seating and Dimensions of locations:

1. Lodge:

- a. Seating capacity: total seating capacity of our tables- 200 (maximum capacity of chairs):
 - i. 30" rectangle dining tables hold 6 people each or 8 if have two people on each end
 - ii. 18" rectangle dining tables hold 3 people each
 - iii. 60" round tables hold 6 people with room in between or 7-8 with very little room in between each person.
- b. Main Rm: 1,080 sq ft; Max: **135** people
 - i. 135 people seating capacity: Table Set-Up:
 1. (16) 30"*72" rectangles: 2 tables pushed together in one alcove and 3 tables pushed together in the middle ; (4) 18"* 72" put together in the alcove by the storage closet; and (3) 18"* 72" at the front as a head table (by the deck entrances)
 2. There are chairs at the ends of the tables.
 3. NOTE: This is a very tight configuration. It would be hard to fit more than 135 with room to move around the tables.
 - ii. 123 people seating capacity:
 1. (16) 30"*72" rectangles; (4) 18"* 72" put together; and (3) 18"* 72" at the front (by the entrance)
 2. No one seated at the ends of the tables except on the wall sides (each alcove)
 3. NOTE: This configuration allows for more moving space around the tables
 - iii. 108 people seating capacity:
 1. (9) 30"*72" rectangles pushed together in the middle with people seated at the ends; (4) 60" rounds @ 8 people ea in one alcove; 2 rounds in piano alcove
 2. NOTE: Three 18" * 72" tables could still be added to the deck entry way or by the fireplace as head tables.

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- c. Deck- 20' * 60': Using 72" long tables- could fit 9 tables with room to move- 18 tables total- 6 people per table=**108** people; 12 patio tables 40" round (27"H); hold 4 chairs each; total of approx. 36 chairs
 2. **Lodge lawn:** Approximate dimensions 70' * 70'. Approximately 150 people (pictures of set-ups available upon request)
 - a. Set-ups: Rectangles down the slope on both sides- perpendicular to the lodge; tables on the upper and lower flatish areas and then just have tables randomly dispersed depending on where is the flattest.
 3. **Meadow:**
 - a. Tent in Meadow: 26'*46' = 1,200 sq ft; Holds: approximately 130 chairs with only one table at the front. <http://americanpartyrentals.com/resources/tent-size-calculator/>
 4. **Amphitheater:**
 - a. 15' * 20' stage; backdrop: 4 back panels: 46"w* 72"h; 2 side panel: 43"w* 72"h; posts are 5 1/2" square
 - b. 120-150 people; 200 with people standing
 - c. Power and lighting up to amphitheater- switch at bottom

Policies/ Damage Deposit Stipulations

1. No pets allowed without advance permission. There is a three dog maximum/ event. Please see the dog policy below.
2. Follow energy conservation practices: turn lights, heat, a/c, fans and ovens off when not in use. Keep exterior doors closed at all times.
3. Proper use of recycling and compost systems.
4. No plastic or Styrofoam dishware. Please use paper, corn, bamboo, or other compostable products.
5. No plastic water bottles. Please bring a water bottle or use water glasses to fill up at the water station or sink tap.
6. Flower petals or leaves are the only items permitted to be left on the ground after a wedding.
7. No parking of more than 4 vehicles per Suite Building.
8. No blocking of access route behind main lodge. A fire lane must be kept clear during loading/ unloading.
9. The wedding party is responsible for following check out procedures.
10. All items moved during the event must be returned to original locations or will be assumed missing. This includes: tables, chairs, wine/ water/ champagne glasses, all dishware, silverware, and kitchen items.
11. The wedding party, guests, vendors and caterers are asked to respect Sunitich Canyon's residences and other business by driving safely and observing a 15 mph speed limit on Sunitich Canyon Rd and 10 mph on all private roads on the property.
12. Smoking is allowed only in the designated smoking shed. Smoking on the premises is prohibited at all times, except in the smoking shed located behind the main lodge. Butts may not be left anywhere other than in outdoor garbage cans or at the smoking shed.
13. No candles, incense, or any other burnables (propane stoves, etc) in suites!
14. Any suites or areas that are not included in the facility rental (ie: certain suites or bunkrooms) will be kept locked and off-limits to guest use. Please respect their closure.

Any damage done to Tierra's property or any missing items will be assessed against the event sponsor's damage deposit.

Dog Policy

All guests to Tierra Retreat Center that wish to bring their dog with them onto Tierra Property must obtain permission from the Retreat Center manager, sign a dog agreement letter, and provide a \$250 damage deposit check (unless it's a service animal.) A maximum of three dogs are allowed on the property per event.

- Owners are required to be in attendance with their dogs at all times
- Keep dog(s) on a leash whenever it is necessary to the personal safety and comfort of others.
- Keep dog(s) out of all buildings, including the suite buildings (except Aspen B, Spruce D, or Maple B), and Yurt. Please keep your dog off all furniture.
- Keep dog(s) contained to the Meadow or lawn area at the Main Lodge and the Barn Canyon Camping area. Dog(s) are not allowed to run free on the property or have access to the organic garden.
- Clean up after the dog(s) by removing any feces and properly disposing of the waste.

Thanks for helping us keep Tierra dog friendly and safe for everyone!

Telephone Instructions

Emergencies: Dial 911

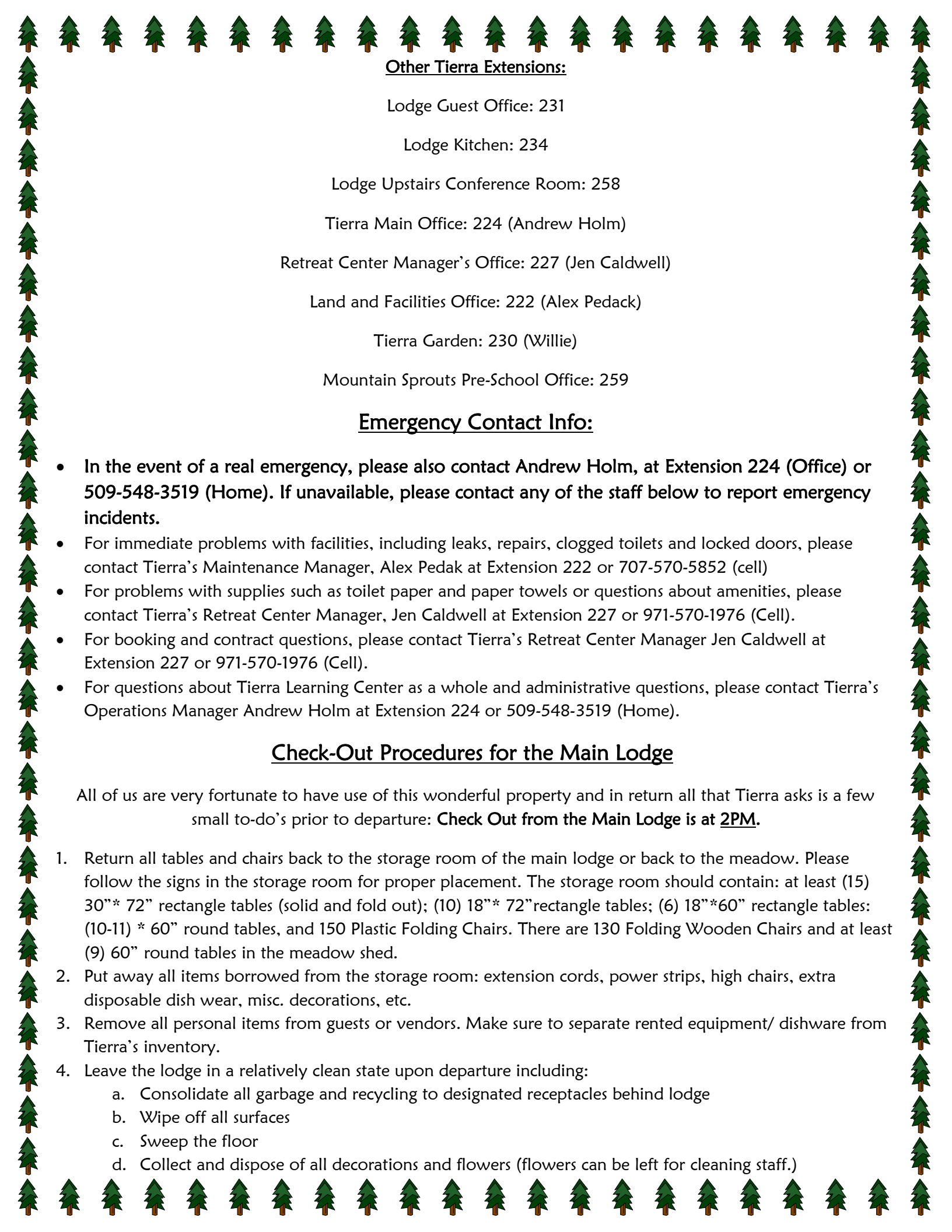
Your location: Tierra Retreat Center; 12000 Sunitsch Canyon Rd, Leavenworth, WA 98826

Main Phone Number: 509-548-6880

- Local and Long Distance – Guests can receive incoming calls at their room extension through the main Tierra phone number. Room Suite phones cannot make outgoing calls, other than 911. Please use the phones located in the Guest Office or Kitchen in the Main Lodge for outgoing calls. Long distance may be dialed directly and is complimentary within the continental US. Please use a calling card for any international calls. We ask guests to be considerate of this service.
- To call within Tierra grounds from your room phone, press the Intercom button followed by the 3-digit extension.
- Room phones do have voicemail mailboxes. Press the grey key with “C” shaped key and dial “981” to access. The password should be set to “1234” or “1111”. Please erase all unneeded messages.

Tierra Suite Extensions

Aspen A	238	Aspen C	240
Aspen B	239	Aspen D	241
Maple A	242	Maple C	244
Maple B	243	Maple D	245
Pine A	246	Pine C	248
Pine B	247	Pine D	249
Fir A	250	Fir C	252
Fir B	251	Fir D	253
Spruce A	254	Spruce C	256
Spruce B	255	Spruce D	257



Other Tierra Extensions:

Lodge Guest Office: 231

Lodge Kitchen: 234

Lodge Upstairs Conference Room: 258

Tierra Main Office: 224 (Andrew Holm)

Retreat Center Manager's Office: 227 (Jen Caldwell)

Land and Facilities Office: 222 (Alex Pedack)

Tierra Garden: 230 (Willie)

Mountain Sprouts Pre-School Office: 259

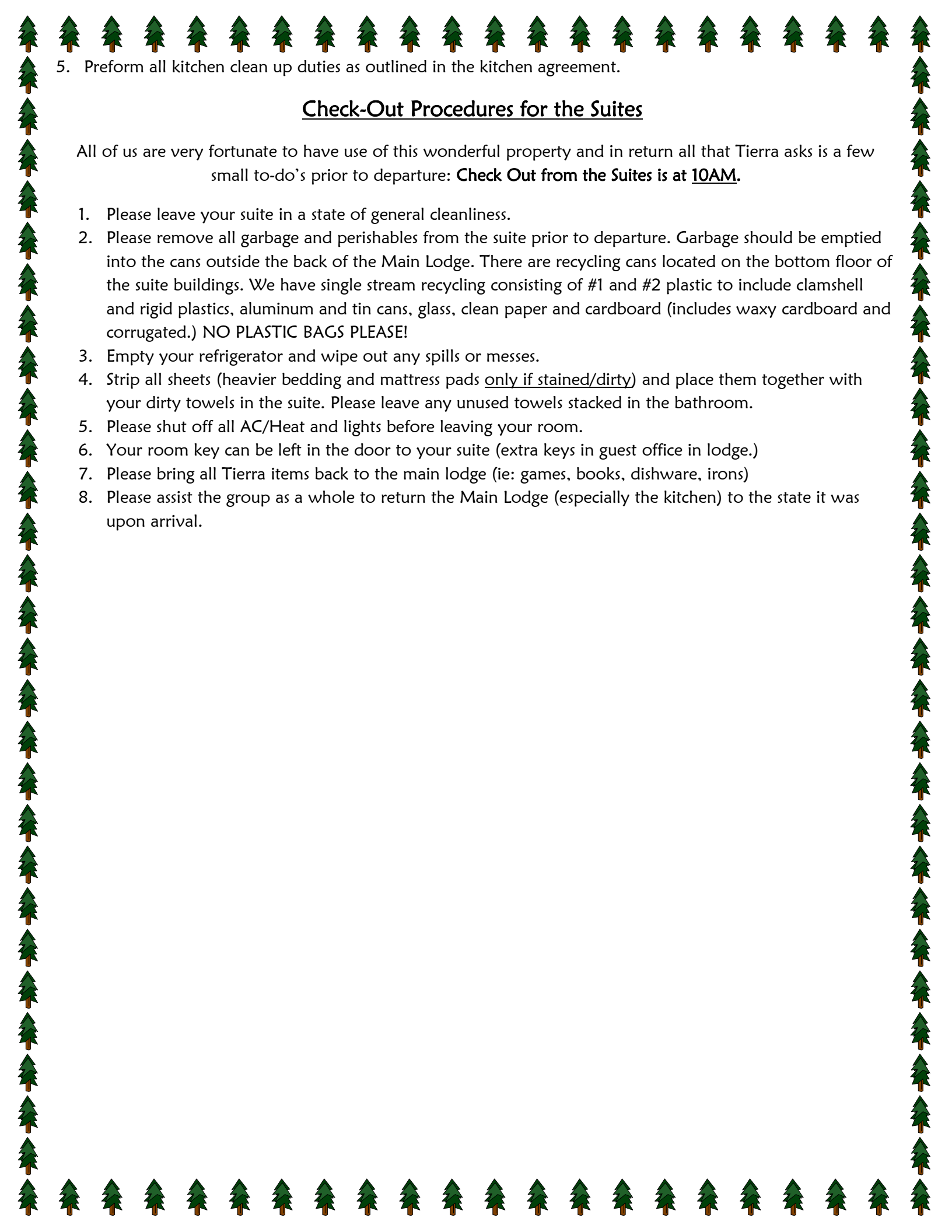
Emergency Contact Info:

- In the event of a real emergency, please also contact Andrew Holm, at Extension 224 (Office) or 509-548-3519 (Home). If unavailable, please contact any of the staff below to report emergency incidents.
- For immediate problems with facilities, including leaks, repairs, clogged toilets and locked doors, please contact Tierra's Maintenance Manager, Alex Pedak at Extension 222 or 707-570-5852 (cell)
- For problems with supplies such as toilet paper and paper towels or questions about amenities, please contact Tierra's Retreat Center Manager, Jen Caldwell at Extension 227 or 971-570-1976 (Cell).
- For booking and contract questions, please contact Tierra's Retreat Center Manager Jen Caldwell at Extension 227 or 971-570-1976 (Cell).
- For questions about Tierra Learning Center as a whole and administrative questions, please contact Tierra's Operations Manager Andrew Holm at Extension 224 or 509-548-3519 (Home).

Check-Out Procedures for the Main Lodge

All of us are very fortunate to have use of this wonderful property and in return all that Tierra asks is a few small to-do's prior to departure: **Check Out from the Main Lodge is at 2PM.**

1. Return all tables and chairs back to the storage room of the main lodge or back to the meadow. Please follow the signs in the storage room for proper placement. The storage room should contain: at least (15) 30"* 72" rectangle tables (solid and fold out); (10) 18"* 72"rectangle tables; (6) 18"*60" rectangle tables; (10-11) * 60" round tables, and 150 Plastic Folding Chairs. There are 130 Folding Wooden Chairs and at least (9) 60" round tables in the meadow shed.
2. Put away all items borrowed from the storage room: extension cords, power strips, high chairs, extra disposable dish wear, misc. decorations, etc.
3. Remove all personal items from guests or vendors. Make sure to separate rented equipment/ dishware from Tierra's inventory.
4. Leave the lodge in a relatively clean state upon departure including:
 - a. Consolidate all garbage and recycling to designated receptacles behind lodge
 - b. Wipe off all surfaces
 - c. Sweep the floor
 - d. Collect and dispose of all decorations and flowers (flowers can be left for cleaning staff.)



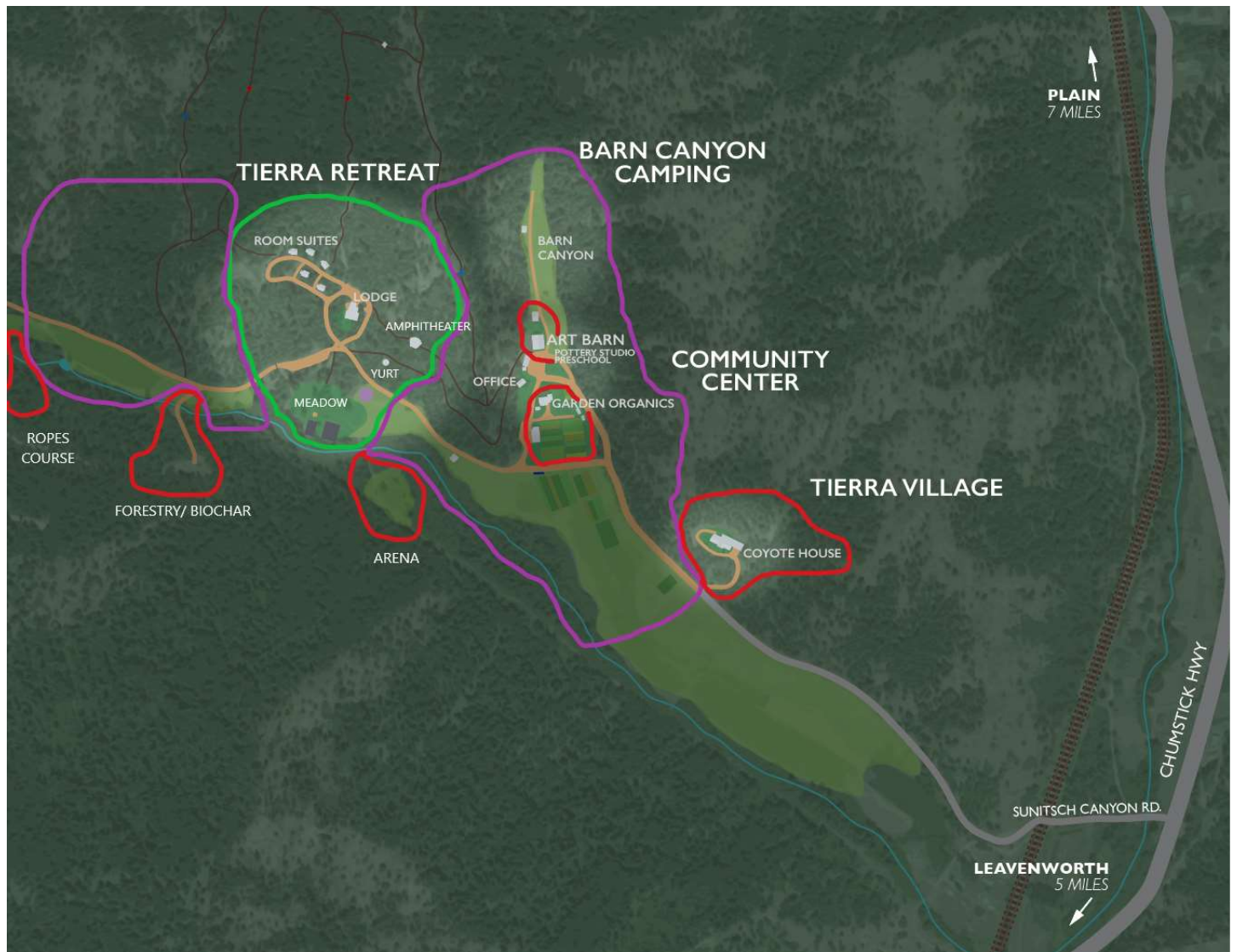
5. Perform all kitchen clean up duties as outlined in the kitchen agreement.

Check-Out Procedures for the Suites

All of us are very fortunate to have use of this wonderful property and in return all that Tierra asks is a few small to-do's prior to departure: **Check Out from the Suites is at 10AM.**

1. Please leave your suite in a state of general cleanliness.
2. Please remove all garbage and perishables from the suite prior to departure. Garbage should be emptied into the cans outside the back of the Main Lodge. There are recycling cans located on the bottom floor of the suite buildings. We have single stream recycling consisting of #1 and #2 plastic to include clamshell and rigid plastics, aluminum and tin cans, glass, clean paper and cardboard (includes waxy cardboard and corrugated.) **NO PLASTIC BAGS PLEASE!**
3. Empty your refrigerator and wipe out any spills or messes.
4. Strip all sheets (heavier bedding and mattress pads only if stained/dirty) and place them together with your dirty towels in the suite. Please leave any unused towels stacked in the bathroom.
5. Please shut off all AC/Heat and lights before leaving your room.
6. Your room key can be left in the door to your suite (extra keys in guest office in lodge.)
7. Please bring all Tierra items back to the main lodge (ie: games, books, dishware, irons)
8. Please assist the group as a whole to return the Main Lodge (especially the kitchen) to the state it was upon arrival.

Tierra Learning Center Map Overview



Red Boundaries demarcate areas closed to Retreat guests (without making further arrangements), including: Ropes Course, Forestry/ Biochar site, Arena, Art Barn (including Mountain Sprouts Pre-School and MF Pottery), Tierra Garden Organics Farm, and Tierra Village.

Purple Boundaries indicate facilities open to Retreat Guests but which Tierra Learning Center Community Members may also coordinate use, including: Barn Canyon group camping area (may be reserved separately with Retreat Center rental), Community Center, trail system, upper field, and pond area.

Green area is Retreat Center Facility reserved for exclusive use of event sponsor or as per indicated in Agreement, including: main lodge, cabin suite buildings, amphitheater, yurt, hot tub, meadow recreation area, fire pit, tent (April-November), and ball courts.

Tierra Retreat Center

