

FIRST UNITED PRESBYTERIAN CHURCH

555 BINGHAM AVENUE
PHONE: (906) 632-7771

SAULT STE. MARIE, MI 49783
E-MAIL: office@soopresbyterian.org

GUIDELINES & CHECK LIST FOR SUGAR ISLAND COTTAGE USAGE

AVAILABILITY: Memorial Day through September 30

- A calendar to be kept in Church office for sign up for Cottage usage; The Church Administrative Assistant is in charge of the Cottage calendar
- Authorized persons and/or groups to use cottage:
 - Minister and his family
 - Church organizations and church related organizations:
Youth groups: There must be one adult present for every four youth using the cottage. Parents must sign a release form for their child to visit the cottage.
 - Church members: a church member must be present with anyone using the cottage

USAGE FEES: (To cover cost of insurance, utilities, basic supplies, etc.)

- Overnight Stays: \$35 per night
- Daily: \$20 per day
- Please pay all fees at time of picking up key in church office.

BASIC SUPPLIES STOCKED AT COTTAGE:

- | | | |
|--------------|-------------------|------------------|
| Toilet paper | Paper towels | Dish soap |
| Bath soap | Pots & pans | Coffee pot |
| Dishes | Silverware | Cooking Utensils |
| Light bulbs | Cleaning supplies | |
- Please notify Church office if supplies need to be restocked.

GUESTS TO SUPPLY:

Their own bed & bath linens, kitchen linen, food supplies, etc.
All food brought to the cottage must be removed from the cottage when leaving.

ARRIVING AT COTTAGE:

- Key opens front door of cottage
- Plug in refrigerator
- If using fireplace, read the attached instructions.
MAKE SURE THE FIRE IS OUT BEFORE LEAVING THE COTTAGE!
For complete operation & safety instructions, please read the Dutchwest owners manual located at the cottage.

LEAVING THE COTTAGE:

- Turn off and unplug all appliances
- Wash & dry all dishes, glasses, pots, pans, coffee pot, etc. used
- Sweep and/or mop floors
- Take all leftover food and condiments with you. (Empty refrigerator)
- Make sure fireplace heater is off and fire is out
- Turn off all lights
- Make sure all doors are locked
- Make list of supplies needed to be restocked and give to Church office
- Return key to Church office.