

WELCOME

Welcome to the West Virginia Baptist Conference Center at Parchment Valley. The purpose of the Parchment Valley Conference Center is to experience the presence of God in His world, and enable individuals to meet Jesus Christ and accept him as Lord and Savior.

We offer facilities and opportunities for recreation fellowship, worship, study, planning and inspiration. Our goal here at Parchment Valley is to strengthen the body of Christ. What ever your needs are, we pray that your experience here will be enjoyable and meaningful.

FACILITY GUIDELINES

In order to provide for an enjoyable experience for the members of your group and others, we feel it is important that you be aware of our Facility Guidelines:

DINING

Meals are served at 8:00 a.m., 12:00 Noon and 5:30 p.m.

Meals will only be served a half hour from start time.

Please arrange any special dietary needs with our kitchen coordinator in advance.

LODGES, DORMS, AND MEETING ROOMS

1. Please register at the Administration Building (Barn) upon arriving.
2. Please adjust heating or cooling controls to conserve energy, turn off lights, and close all doors upon departure.
3. Please check coffee pots. Turn off all burners, dump grounds and rinse pots.

PARKING

General Parking for the Administration Building, Greenlee Activities Center, Hill Hall and Santrock Education Center is provided in the main parking entrance lot. Please do not park in handicap accessible areas unless you have the appropriate permit displayed in your vehicle.

Handicap access and parking are provided at each of our meeting buildings as follows:

† **The Administration Building** – Handicap spaces are designated and accessible by using the service road to enter the staff parking lot located behind the building.

† **Greenlee Activities Center** – Use the circular driveway for access to the building entrance and designated handicap parking area.

† **Hill Hall** – the handicap parking lot on the back side of the building can be accessed via the driveway off the mail parking lot. This lot is also designated for a turn around area as well as for service personnel access.

† **Santrock Education Center** – the handicap parking lot on the back side of the building can be accessed via the driveway off the main parking lot. This lot is also designated for a turn around area as well as for service personnel access.

† **Lodges and Dorms** - A limited number of guest parking spaces are also available in lots above and below the lodges. Parking for the cabins is located on each side of the access driveway.

Please do not park in the driveway or in the turn around areas above the lodges or at the turn around area at the dorms at the top of the driveway, as all are designated as the fire lane.

DO NOT park in the GRASS!

GENERAL RULES

1. All buildings are designated as Smoke-Free Areas – please smoke only outside and take precautions to assure that all smoking material is completely extinguished before disposing of it in a receptacle.
2. Firearms, gambling, illegal drugs and all alcoholic beverages are not allowed on the grounds of our conference facility – violators will be asked to leave and may be subject to prosecution by the law enforcement personnel.
3. Skateboards, Roller Blades, Roller Skates, Motorized Scooters and ATV's are not permitted for guest use on the Conference Center grounds.
4. Swimming is permitted only in the Pool, (not in the Lakes!). Please observe pool rules as posted in the swimming area.
5. Curfew – for the good of all of our guests a “quiet time” is observed from 11:00 p.m. until 7:00 p.m. Guests should be in their rooms by 12 midnight.
6. Pets are not allowed at any area of the Conference Center. Special assistance animals (Seeing Eye dogs, etc) properly designated as such are allowed in all guest areas.
7. Fishing is permitted for Conference Center guests and for others who obtain permission through the office personnel. A state-fishing license is not required.
8. Please use appropriate containers for trash. Please do not remove trash bags from the outside trash containers, trash will be emptied regularly by the Center Staff.

Christian Behavior is expected of all guests at all times. Our set of guidelines is formulated for the safety and well being of all of our guests and any infraction of them may result in a guest or guest group being asked to leave the premises.

Any questions regarding our rules and regulations should be directed to our Guest Services and Events Manager.

GENERAL INFORMATION

The **Guest Services & Hospitality Center** is located in “The Barn”. The Center is normally staffed from 8:00a.m. to 4:00 p.m., Monday through Friday (except holidays). Although the Guest Services & Hospitality Center is open while guests are in the building, no personnel are on duty there during the night.

After Hours Assistance is available by dialing 372-3675. The phone will be answered either by a member of our resident staff or by a hospitality volunteer on duty.

Telephones – The main telephone number (304)372-3675 is available for emergency contact 24 hours a day when registered guest are on the premises. A payphone is located outside the entrance to Sowards Lodge (304)372-9024.

Telephone Messages received for guests during office hours are posted at the Guest Services & Hospitality Center. Please be sure to check with the office for messages when you are in the administration building for meetings, breaks or meals.

Soft drinks are available from vending units located in The Barn, inside Hill hall, and behind Santrock Education Center

Candy, mints, Parchment Valley apparel, coffee mugs, etc. are available for purchase at the Guest Services & Hospitality Center.

Medical Emergencies/First Aid – First Aid supplies are maintained and distributed through the Guest Services & Hospitality Center. For medical treatment, Jackson General Hospital is located off of U.S. Rt. 33 (turn left onto Claylick Road just before the I-77 overpass). The Jackson County Emergency Medical Service is available by dialing 911.

Please make a report to our staff person on duty as soon as possible regarding all medical emergencies or accidents.