

**JOHN CARROLL UNIVERSITY
POLICIES REGARDING THE USE OF
CARROLL LODGE AND THORNACRES RETREAT SITES**

Thornacres and Carrollodge are two retreat-like, cabin facilities at two different off-campus locations available for use by students and other members of the JCU community. These facilities are rustic and access into the houses is limited. If you have any special needs or accommodations, please contact the Office of the Vice President for Student Affairs at least two weeks before the event. These policies outline the descriptions of these two properties, their proper usage and the reservation process. Reservations and policies regarding both properties are handled through the Office of the Vice President for Student Affairs (VPSAO). Reservation forms can be downloaded from the JCU website or picked up outside the Office of Student Activities, located in Suite 201 of the Lombardo Student Center.

Facility Descriptions

Carrollodge

Carrollodge is a gift of William Crozier and Elizabeth Smith, and is located in the country just twelve miles or a twenty-five minute drive east of campus. The ranch house is situated among 26 wooded acres and also houses a large outdoor picnic pavilion. Behind the pavilion is a large field that is perfect for outdoor group activities. The house sleeps approximately ten people in twin beds. There is a large dining room, full kitchen, large living room with a working, wood-burning fireplace and three bedrooms. One of the bedrooms is a single which is perfect for an advisor. There are two bathrooms at Carrollodge. Well-water is supplied to the house. The outdoor pavilion has several picnic tables in it that can seat around 46 people at two 8-foot tables and three 10-foot tables. Outdoor grills are also provided.

Thornacres

Thornacres is a 32-acre estate with two fully equipped homes located 45 minutes east of campus in Claridon, Ohio. The two homes are called the Small House (sleeps 6 people in twin beds) and the Large House (sleeps approximately 10-12 people in twin beds). There is a small lake on the property that is stocked with fish every spring (all fish caught must be thrown back). Attached to the Large House is a large screened porch. On the side of the Large House is a large, uncovered, concrete patio with four picnic tables seating around 32 people. Outdoor grills are also provided. The large house is equipped with internet access and satellite TV. Firewood is usually available but can not be guaranteed. Guests should bring their own kindling.

Uses of Thornacres and Carrollodge

Thornacres and Carrollodge are cabin-like retreat facilities that are to be used for leadership workshops, organization retreats, meetings and social events. When approving reservations, priority is given to student organizations and student affairs when classes are in session. During all breaks, students will still have priority use over the facilities, however, if no reservations have been made, then we will accept requests from faculty, staff and administrators for professional and personal use. During the Christmas and New Year holidays, both retreat sites are closed. Indoor and outdoor firewood are usually available at both sites but can not be guaranteed. For safety reasons, do not use outdoor firewood inside the fireplaces.

Reservation & Usage Policies

The following policies were created to maintain the facilities and to assure that the activities taking place are in line with the mission of the Division of Student Affairs and John Carroll University.

Please note the priority order for reservations: student groups, FSA departments for professional use and then FSA personal use!

1. Priority is always given to student groups, JCU departments (professional use) and then JCU community members (personal use).
2. The same group/individual can not use the facilities more than once a month.
3. Groups must reserve the facilities at least a day apart for housekeeping purposes.
4. There is no cost for student organizations and/or university departments (professional use only) for use of the facilities, unless linens or wood is requested. The cost for linens is \$5 per set and the cost for wood is \$60 per bundle. For overnight stays, check in is 4pm and check out is 10am. For daytime retreats, check in is 8am and check out is 6pm. Special arrangements must be approved in advance and additional charges may apply. Payment is due when the keys and Event Evaluation and Checklist form are turned in to the VPSAO.
5. A university advisor must be present for the entire duration of the event. The advisor is responsible for upholding all university and facility policies. Advisors must read and sign the attached Advisor Responsibility Form.
6. Carrollodge and Thornacres are non-alcoholic facilities. Alcoholic beverages are not permitted. Violations will be handled through the disciplinary process. Organizations, advisors and individuals will be processed accordingly.
7. All activities must be in accordance with the missions of the Division of Student Affairs and John Carroll University. The VPSAO reserves the right to refuse approval if the event and/or its activities are not seen in the best interest of students and our mission.
8. For safety, security and maintenance purposes, pets are not allowed.
9. Please leave the premises clean and in order.
 - a. Dishes should be washed and placed in cupboards.
 - b. Trash should be placed in the dumpsters.
 - c. Used linen should be placed in the main bathrooms of both facilities
 - d. Return any equipment to its proper place.
 - e. Leftover food should be removed (to be taken with group).
 - f. Outdoor space should be cleaned of any trash and equipment must be moved back to its original location.
10. Groups and/or persons who do not follow these policies may lose the privilege to use these facilities.

HOW TO RESERVE THORNACRES OR CARROLLODGE

1. Reservation forms are available on the JCU website or outside of the Office of Student Activities (Suite 201 of the D.J. Lombardo Student Center). Please complete the form and submit it to the Office of the Vice President for Student Affairs, Suite 03 of the D.J. Lombardo Student Center. If you have questions about which facility is best for your event or availability, then please consult with the staff in the VPSAO or call x4213.
2. Upon approval, a copy of the approved form will be returned to the requestor.
3. Keys may be picked up from the VPSAO the day before your reservation between 8:30am – 5:00pm, Monday through Friday. Keys, the Event Evaluation and Checklist and payment must be turned in by 12:00pm the day following the event. Failure to return the keys may result in a \$10/charge per day.

**THORNACRES/CARROLLODGE
RESERVATION FORM**

Please return this form and the Advisor Responsibility form to the Office of the Vice President for Student Affairs, Suite 03 in the Lombardo Student Center. The Reservation Form will be returned to the requestor labeled APPROVED or NOT APPROVED once processed. Keys and a facilities information packet may be picked up in the Office of the Vice President for Student Affairs the day before the event, Monday through Friday between 8:30am – 5:00pm.

DATE (S) REQUESTED _____

NAME: _____

ORGANIZATION: _____

PHONE #: _____ # OF PEOPLE ATTENDING: _____

EVENT PURPOSE (please be specific):

TIME OF ARRIVAL: _____ TIME OF DEPARTURE: _____

WHAT FACILITIES DO YOU PREFER TO USE?

- THORNACRES
check one: LARGE HOUSE _____ SMALL HOUSE _____ BOTH _____
- CARROLLODGE

LINENS REQUESTED (Y/N) _____ HOW MANY SETS (\$5 PER SET) _____

WOOD REQUESTED (Y/N) _____ HOW MANY BUNDLES (\$60/PER BUNDLE) _____

*Person(s) and/or groups are responsible for any damages and costs associated with negligent use of these facilities.
Violations of usage policies may result in the loss of reservation privileges in the future.*

REQUESTOR'S NAME (PRINT)

REQUESTOR'S SIGNATURE

APPROVED DENIED _____

BY: _____
(PRINT – VPSAO EMPLOYEE NAME)

white=VPSAO

yellow=requestor

**JOHN CARROLL UNIVERSITY
ADVISOR RESPONSIBILITY FORM
CARROLLODGE AND THORNACRES**

For students only:

This form must be read and signed by an official JCU advisor. Please return this form along with your Reservation Form to the Office of the Vice President for Student Affairs.

Advisor Responsibilities:

1. At least one advisor must be present throughout the duration of the event.
2. Advisors are responsible for upholding and enforcing both University and Division of Student Affairs policies.
3. As they are officially serving as a liaison between the University and the organization he/she is advising, advisors must report any policy violations or complications during their visit to the Office of the VP for Student Affairs using the Event Evaluation and Checklist. Advisors are expected to take responsible action which may include cancellation of the event and the immediate return to campus if any inappropriate activity or violation of policies is happening. When they arrive back to campus, the advisor must notify the VPSAO.

As advisor of _____, I understand my
(name of organization)

responsibilities and agree to abide by them. If for some reason I do not follow University and/or Student Affairs policies, I understand that I will be held accountable and may no longer be permitted to serve as an official JCU advisor. I am also aware of what to do in cases of emergency (see instruction use information for each facility).

Advisor name (print)

Date

Advisor signature

white=VPSAO copy

yellow=advisor copy

THORNACRES – INSTRUCTIONS FOR USE

BEFORE GOING

The day before your reservation, come to the VPSAO to pick up keys and a facilities information packet.

DIRECTIONS – 14845 Stillwell Road, Claridon, Ohio

Take Fairmount to Auburn Road (15 miles). Turn left onto Auburn Road (north) to Mayfield Road/Rte. 322 (2.7 miles). Take a right (east) onto Mayfield Road/Rte. 322 (6.7 miles). Turn left (north) on Rte. 608 (.7 mile). Take a right onto Stilwell Road. Thornacres is on the right about a ½ mile down the street. Look for a small, white hanging sign that has Thorn Acres written in cursive.

UPON RETURN

Turn in the keys and the Event Evaluation and Checklist form to the VPSAO upon your return to campus. If the office is closed, return these items immediately on the next business day.

THORNACRES - INSTRUCTIONS FOR USE

TO ENTER MAIN COTTAGE

- Unlock small lock on gate (larger lock allows Illuminating Company access).
- Disarm the alarm – see Alarm Instructions.
- Basement entry is not permitted except for firewood.
- Please do not tamper with furnace settings or other mechanical items.

BEFORE LEAVING MAIN COTTAGE UPON END OF STAY:

- Please lock porch doors and shut windows.
- Lock living room door to porch and kitchen door to porch from the inside.
- Turn off all the lights.
- If furnace was in use, turn thermostat (in kitchen to left) to lowest setting.
- Set alarm – see Alarm Instructions
- Close main gate at road after exiting. Lock chain with small lock.

IT IS EXTREMELY IMPORTANT THAT YOU FASTEN THE SMALL LOCK TO THE LARGER LOCK. IF THIS IS NOT DONE CORRECTLY, THE GEAUGA COUNTY POLICE AND FIRE DEPARTMENTS CANNOT GAIN ENTRY TO THE PROPERTY IN AN EMERGENCY SITUATION.

- To lock the main gate lock – put the key in the lock, turn and lock.

EMERGENCY CONTACT INFORMATION

For emergencies while at Thornacres call:

- JCU Campus Safety Services (216) 397-4600
- Office of VP for Student Affairs (216) 397-4213 (during business days/hours only)
- Fire Department 834-8111
- Police Department 635-1234
- Medical emergencies 911

CARROLLODGE – INSTRUCTIONS FOR USE

BEFORE GOING

The day before your reservation, come to the VPSAO to pick up keys and a facilities information packet.

DIRECTIONS – 14525 Chillicothe Road

Take Fairmount going East about 12 miles to the traffic light at Chillicothe Road (Rte. 306). Turn right on Rte. 306 and drive 1.2 miles and Carrollodge is on the left.

Note: Be careful not to lose Fairmount Road after crossing I-271. Follow the road with the median strip. The Fairmount Road and Rte. 306 intersection is at the bottom of a steep hill. The entrance to Carrollodge is diagonally across from Whispering Pines. It is the second of the two mailboxes (#14525). The Carrollodge driveway is very long, hilly and winding. Be very careful when driving up it especially in inclement weather.

UPON RETURN

Turn in the keys, payment and the Event Evaluation and Checklist form to the VPSAO upon your return to campus. If the office is closed, return these items immediately on the next business day.

CARROLLODGE - ALARM INSTRUCTIONS

Alarm instructions will be given to you at the time of picking up the keys.

EMERGENCY CONTACT INFORMATION

For emergencies while at Carrollodge call:

- JCU Campus Safety Services (216) 397-4600
- Office of VP for Student Affairs (216) 397-4213 (during business days/hours only)
- Fire Department 834-8111
- Police Department 635-1234
- Medical emergencies 911

**THORNACRES/CARROLL LODGE
EVENT EVALUATION AND CHECKLIST**

Thank you for completing this form. Your evaluation will assist us in ensuring the proper maintenance of these facilities. Please return this form along with the keys upon your return to campus. If the offices are closed, turn them in on the very next business day. Thank you!

- 1. Alarm set (on) _____
- 2. Garbage (collected and removed) _____
- 3. House (clean and in order) _____
- 4. Dishes (washed and put in cupboards) _____
- 5. Food removed (refrigerator emptied) _____
- 6. Equipment returned to its proper place _____
- 7. Number in attendance _____

Purpose of event: _____

Policy violations and/or concerns during use:

Suggestions for improvement of the facility:

Do any repairs need to be brought to our attention? If so, please indicate.

Keys returned to: _____
(Print - VPSAO employee's name)

Guest name: _____
(Print)

Guest signature: _____

Date: _____ Telephone: _____ Email: _____