Groups are responsible for adhering to the following regulations:

- **NO ALCOHOLIC BEVERAGES PERMITTED.**

- **NO PARKING/DRIVING ON THE LAWN.** Parking is permitted ONLY in the designated lot. Please carpool where possible – the parking area only accommodates 25 vehicles.

- **NO pets of any kind are allowed inside the building.**

- **Food is NOT permitted in the dorm areas.**

- **Smoking is NOT permitted inside the lodge or within 25 feet of the entrance - this is the University policy. Individuals smoking outdoors are responsible for following the University policy as well as disposing of cigarettes properly.**

- When staying overnight, individuals should provide their own sleeping bags, blankets, and pillows. Dorms are only equipped with mattresses and mattress pads. The Lodge can accommodate a MAXIMUM of 60 people overnight. At certain times, special consideration may be made to the maximum capacity.

- Beds should not be moved or attempted to be pushed together as this will damage the floor. Other furniture throughout the lodge may be moved, however should NOT be moved outside. All furniture needs to be returned to the original location before departure.

- **Folding 8-foot tables and chairs can be found in the dining area which may be set up by you, and put away afterwards. Tables and chairs are NOT to be moved outside.**

- **Wood for the fireplace is kept outside on the back porch. BE SURE THE DRAFT IS OPEN BEFORE STARTING A FIRE.** The handle is located inside the fireplace – upper right. Please do not build a large fire. Close the screen when you are out of the room. Do NOT douse the fire with water, as bricks will crack.

- **Indoor games are in the bookcases and on tables in the lodge. Some outdoor sports equipment (softball, volleyball) may be found in the hall storage area. Groups are responsible for returning games and equipment to original location before departure.**

- **The Brown Conference Center telephone number is 570-966-0660. Please make LOCAL CALLS ONLY, or reverse the charges or use a calling card for long distance. (Calls to Lewisburg are “local”.) Please keep your call short.**
- Cell service is limited at the Lodge.

- **ALL** trash should be gathered and placed in receptacles. Upon departure groups are responsible for removing all trash and putting it in the dumpster located in the parking lot.

- The kitchen provides basic dishes, silverware, and cooking utensils (which should not be taken outside), a microwave, two 48-cup coffeepots and a toaster. All kitchen items used should be **CLEANED THROUGHLY** and returned to their original areas.

- Groups must provide their own food, seasonings, napkins, detergents, etc.

- Before using the stove please see the complete instruction booklet located in the drawer beside the stove. Groups are responsible for wiping out/cleaning stove after use.

- The refrigerator should be left **EMPTY** and clean upon departure. Please do **NOT** leave food or beverages behind.

- If you use dishtowels (in bottom drawer of cabinet), please rinse them out with hot water and soap after use and hang them over the table to dry.

- Please keep kitchen screen doors CLOSED at all times.

The cooperation of **ALL** groups using the facility is necessary to maintain the lodge and grounds. After each group’s use of the Center, the Events Management Office receives the Caretaker’s comments in order to assist in the management of the facility. The Events Management Office reserves the right to charge groups accordingly for any damages, extra clean-ups, etc.

Thank you in advance for your cooperation.

**EMERGENCY INFORMATION**

1. Each group using the facility should indicate a “responsible person” who will be present during their entire activity.

2. Each group should have one vehicle and a qualified driver on the premises throughout their use of the facility in the event of minor medical emergencies. It is the group’s responsibility to transport individuals in **minor** difficulty to seek medical care. In the event no transportation is available, Bucknell’s Department of Public Safety may be contacted, 570-577-3333.

3. For more serious injuries or accidents requiring greater assistance, please call 911. **REMEMBER** **CELL SERVICE IS LIMITED**. Use the Lodge phone if needed.

4. Any incident requiring the transportation of a student to the hospital or other emergency situations should be reported as soon as possible to the Dean of Students’ Office.