
F. D. Brown Conference Center University Guidelines

Address

384 Dieffenderfer Road, Mifflinburg, PA 17844

Please read the information below and agree to the terms and conditions at the end.

Check-in

- The conference center will be unlocked for your arrival, and the Caretaker will greet you, at some point, upon your arrival.
- There will be a questionnaire for you to complete upon your arrival and before your departure.
- A packet of local information can be found on a table in the living room.

Parking

- There is a small parking lot near the back entrance of the conference center, which includes accessible parking.
- This parking area may be used to unload as well.
- The majority of parking is located near the climbing wall and ropes courses when you first enter the property. The lot can accommodate up to 25 vehicles.

Cell Phone Service and Wifi

- The F. D. Brown Conference Center telephone number is 570-966-0660.
- The phone only accommodates local calls (Lewisburg area) only.
- Cell service is limited at the Lodge.
- Wifi is not available on the property.

Restrooms

- The conference center has multiple bathrooms available that include running water, toilets, sinks, and showers.
- Accessible bathrooms, including showers, are available.

Kitchen

- The kitchen provides basic dishes, silverware, and cooking utensils (which should not be taken outside), a microwave, two 48-cup coffee pots and a toaster.

- All kitchen items used should be cleaned thoroughly 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 the stove after use.
- The refrigerator should be left empty and clean upon departure. Please do not leave food or beverages behind.
- If you use dish towels, please rinse them out with hot water and soap after use and hang them over the sink to dry.
- Please keep kitchen screen doors closed at all times.

Garbage and Recycling

- 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.

Games and Recreation

- 12 folding 8-foot tables and 100 chairs can be found in the dining area. Tables and chairs must remain indoors and be put away after use.
- There is a ping pong table with gaming equipment. A volleyball can also be found in a tub with the ping pong table equipment.
- Groups are responsible for returning games and equipment to their original location before departure.

Fireplace

- Dry firewood can be found in a storage shed in the backyard of the conference center behind the accessible parking.
- Make sure the fireplace's 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 the bricks will crack.

Dorms

- The Lodge can accommodate up to 100 for an indoor social gathering and 59 people overnight in beds.
- The dorms consist of bunk beds with mattresses. Please provide your own sleeping bags, blankets, and pillows.
- Beds should not be moved or pushed together, as doing so will cause damage to the walls and floor.

- Linen packets can be requested in advance for \$17/packet. A packet includes: 1 flat sheet, 1 fitted sheet, 1 pillow case, 2 body towels, 1 hand towel, and 1 washcloth.
 - Orders must be confirmed 36 hours prior to your arrival.

Suggested Items to Bring

- Food/Seasonings/Condiments
- Paper products
- Dish soap / sponges
- Matches / lighter for the fireplace
- Bedding (pillows, blankets, sleeping bags, etc.)
- Outdoor chairs
- Personal hygiene items
- Bug spray and sunscreen
- Linens (towels, wash cloths, etc.)
- Flashlight/lantern

Groups are responsible for adhering to the following rules/regulations:

- Walk only on the paths and respect the natural habitat of the wildlife
- Fishing permitted with a current PA license
- No hunting
- No alcohol
- No open flames inside the cabins
- No vandalism
- No pets (of any kind) are permitted on the grounds with the exception of service animals
- Food is not permitted in the dorm areas
- Respect quiet times beginning at 10 p.m. on weekdays and 11 p.m. on weekends
- No smoking inside the conference center or within 25 feet of the entrance. Individuals smoking outdoors are responsible for disposing of cigarettes properly.
- No parking/driving on the lawn.
- Any furniture moved during your stay must be put back to its original location. Furniture must remain indoors.

Thank you in advance for your cooperation.

Fees

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.

Cancellation Policy

Bucknell reserves the right to cancel, postpone or change location of a function when in the opinion of the Vice President for Finance and Administration the function will interfere with a scheduled University function or a natural disaster, acts of nature, etc.

Emergency Information

Each group using the facility should indicate a "responsible person" who will be present during their entire reservation.

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 that transportation is not available, **Bucknell's Department of Public Safety** may be contacted at **570-577-3333**.

For more serious injuries or accidents requiring greater assistance, please call 911. Cell service is limited. Use the lodge phone if needed.

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.

A full list of attendees must be provided to the Events Management Office prior to the start of your reservation.