

Welcome to the Chautauqua Association Disciples of Christ (CADC) Houses called **Graybiel House (GH)** at 28 Janes Ave and **Headquarters House (HQ)** at 32 Clark (aka Brick Walk). We want your stay to be relaxing, and your safety is our primary concern. Security cameras are located on property for your safety. This information serves both the **Summer Assembly** (as noted) and off-season. **Off-season guests** refer to the **Off-Season House Handbook** on the Graybiel House kitchen counter.

WiFi Internet SSID: CADC Password: CADC2018

Food in the guest room due to medication needs must be in well-sealed containers.

No pets are permitted to stay in guest rooms, service animals are only animals permitted.

No candles nor cooking appliances, hot plates, coffee makers are permitted in guest rooms.

No smoking of ANY product or vaping is permitted on property.

Quiet hours are 11pm to 7am.

IN CASE OF EMERGENCY - CALL 911

Each floor has access to fire escape stairs. See floor plans posted throughout the house for evacuation. Our houses always remain unlocked to expedite evacuation. Stair doors **MUST** be closed, and hall lights **MUST** be on for safety.

Non-emergency Chautauqua Police, 7 Massey Ave, (716) 357-6225

20 minutes to Westfield Memorial Hospital Emergency Room 189 East Main St, Westfield, NY

Stay calm, provide your location and your cell phone number to the 911 operator:

- Graybiel House, 28 Janes Avenue; closest cross streets are Clark and Wythe
- Headquarters House, 32 Clark Ave; corner of Clark Brick Walk and Janes Avenue

Explain the emergency. DO NOT HANG UP until the dispatcher confirms.

Check-out

- During **Summer Assembly**, check-out is Saturday **9:00am**
Place all towel sets, makeup cloths, sheets, and pillowcases in the noted areas on each house floor or your floor's porch. Place your belongings on the shared deck on the first floor, bring your car to 28 Janes Ave for loading.
- In the **Off-Season**, refer to the **Off-Season House Handbook** in the Graybiel House kitchen.

Bathrooms, Linens, Towels

- Each towel set on your bed includes a washcloth, hand towel and bath towel. **Use black makeup cloth for makeup removal.** Do not store personal items in a shared bathroom.
- Wipe sinks and showers after each use. Rehang the bathmat to dry.
- Run the bathroom exhaust fan before, during, and after every shower use.
- You may use either bathroom on your floor and reconsider other times to avoid waiting. Please only shower and then finish your other personal needs at the sink in your room.
- There is one bathtub on the 4th floor of Graybiel, if needed.
- Do not use the laundry facilities in the GH basement or HQ 3rd floor without permission.

Meals, Kitchens, Amenities, and Services

- You are assigned a pantry and refrigerator shelf.
- Bring and prepare **your own food** using the well-stocked kitchens in each house.
- For restaurants and groceries, see bulletin boards in each house.
- Any food to share with others can be left on the designated kitchen counter.
- **Filtered water** is inside the GH fridges on the left side. In HQ, the first-floor water fountain is filtered. Water bottle fountain is in HQ house.
- Guests should **scrap dishes and load them** in the dishwasher, when the sign on the front says 'Dirty'. The House Host will start and unload. If the dishwasher is already going, please wash/dry and put away your dishes. **Guests should wash pots and pans** in hot, soapy water, rinse, dry, and store them in cabinets. Dish towels are provided for each room.
- **Trash, Recycling, and Compost** receptacles are marked in each kitchen with posted directions near the receptacle.
- **The thermostats** are set to auto heat/cool. The **Administrator** can change remotely.
Note: During the Summer Assembly, units remain on COOL mode. Then each room controls their temperature using the thermostat remote control on the wall. See next page for remote control instructions You may increase your room's temperature or turn your unit off but **DO NOT TURN TO HEAT mode** during Summer Assembly. During off season, GH **second floor guest rooms** must agree on Mode.
- These items are available for your use while staying in our houses. Ask your host.
 - transport wheelchair, walker, cane
- Park at 4765 West Lake Road. **For the Summer Assembly**, a parking pass is required.
- For **transportation** services to and from Chautauqua, go to <https://www.chq.org/visit/explore-the-grounds-and-gardens/maps-and-directions/>

Summer Assembly

- **Daily 9am to 11am, shared bathrooms and kitchens** are cleaned. Please stay out of these areas to allow the Housekeepers to clean.
- **Wednesday** is towel set exchange until 11am. A **complete** towel set includes a washcloth, hand towel and bath towel. Please exchange a **complete** towel set in the marked baskets on each HQ guest floor or each GH guest porch.
- **Daily starting at 7am, coffee** is provided on the deck including cream and sweeteners.
- **Chautauqua Daily newspaper** is shared in each house or you may buy your copy near the Amphitheater.
- **Outgoing mail** can be taken to the US Post Office in Bestor Plaza.
- Luggage, personal seat cushions, and bag chairs should stay in your room.
- A limited number of seat cushions and bag chairs are provided for your use in each house.
- **Ask hosts to change thermostats and operate fireplaces.**
- We appreciate your feedback of our houses at these links:
 - <https://reservations.chq.org/rentals/disciples-of-christ-graybiel-house->
 - <https://reservations.chq.org/rentals/disciples-of-christ-headquarters-house>

Summer Assembly Events — *Worship* and *Lecture* events are shown live in the GH basement.

- Saturday 6pm House Orientation and Guest Introductions in HQ Assembly room
- Sunday
 - 9:30am Communion service at HQ
 - 10:45am *Worship* at Amphitheater
 - 8pm Sacred Song Service
- Monday - Friday
 - 8:55am Chautauqua Prays for Peace at Hall of Missions Grove
 - 9:15am *Worship* at Amphitheater
 - 10:15am Service of Blessing at Randell Chapel of UCC
 - 10:45am *Lecture* at Amphitheater
 - 2pm *Lecture* at Hall of Philosophy
 - 8pm Entertainment in the Amphitheater
- Tuesday 3:15pm Social Hour at HQ in Assembly Room
- Friday 6pm Cookout at GH (signup and pay \$10/person in advance)

Air Controls only on 2nd floor Graybiel House (GH)

In GH, each **2nd floor** room has a remote control as diagrammed below. You can change TEMP.

DO NOT change MODE (heat vs cool) as that affects all rooms on the 2nd floor.

