

# NOTES FOR LINDENWOOD GUESTS

*Every group has an On-Site Coordinator to liaison with the Lindenwood Staff during your stay. Please address your concerns or needs to your On-Site Coordinator for assistance. Thank you.*

## Time Zone

Lindenwood is on Eastern Standard Time and observes Daylight Savings Time.

## Parking

Parking is available in **LOT D** and **Lot RD** located east of Lindenwood. Please DO NOT park in any other areas or on the grass.

## Emergency Phone Numbers

If someone needs to reach you for an EMERGENCY, please have them call **574-936-9936**. A message will be delivered to you. The caller should leave their name and number. Please have them identify you as a guest of Lindenwood.

## Proximity Cards

Lindenwood is a secure building, exterior doors require a proximity card to unlock them. Upon arrival your On-Site Coordinator or assigned Greeter will assign you a card. **Loss of or damage to this card will incur a charge of \$30.00.**

## Meals

Your group will eat together at pre-assigned times. Your On-Site Coordinator will inform you of your mealtimes. For those participants who have a specific dietary need, please inform your Group Contact Person **three weeks** before the event.

## Bedrooms

Linens, towels, and soap are provided in each bedroom. Guests need to bring all other desired toiletries and an alarm clock.

## Access to Buildings

All buildings have accessible entrances for guests with mobility issues. Please inform your Group Contact Person if you need to know where these are located.

## Smoking Policy

Smoking is only allowed outside in designated areas. The designated area at Lindenwood is behind the building at the southwest corner. We appreciate your cooperation.



In an initiative to be better friends of our Earth, Lindenwood is striving to be a **PLASTIC FREE ENVIRONMENT**. We would appreciate your efforts in helping us by bringing reusable beverage containers that can be filled at our water fountains. If you will be bringing your own food or snacks, we kindly ask that you bring serving ware and utensils that are reusable or made from paper. Products that are compostable or biodegradable are also welcome. Please note that use of styrofoam should be avoided entirely. **YOUR COOPERATION IS GREATLY APPRECIATED.**