

CONTACT INFORMATION

Once you arrive to the retreat center, push the "Call" button on the entrance gate call box to alert the staff of your arrival. If the gate is open when you arrive, drive through the gate and pull into the parking lot outside of the Welcome Center on the right-hand side. Our Harlam Retreat Host or staff member will come out and welcome you.

Group leaders will be given a radio to communicate with the Harlam staff for the duration of your groups' stay. The radio will need to stay on Channel 1. Please remember to charge your radio each night of your stay. When using the radio, hold down the large button on the left side and call "Harlam Staff".

STAFF HOURS

The Harlam team will be readily available between the hours of 8:00am-11:00pm. For overnight emergencies, or items that cannot wait until the morning, our on-call staff will be available after hours via the radio.

GUEST WI-FI

Wi-Fi is available at Harlam. The on-site team will provide the network and password upon arrival.

PARKING

There are many places to park on camp. Please do not park on the roads. Our staff will direct you to specific places to park near each living space.

GUEST ROOM CHECK-IN AND CHECKOUTS

Our standard check-in and checkout times are as follows:

Retreat Leader Check-In: 2:00pm (or after)

Guest Check-In: 4:00pm

Group Checkout: 12:00pm or 1:00pm

Late checkouts are granted based on availability and must be communicated by the group leader in advance. If a late checkout is requested, please coordinate with the Harlam staff at least 2- weeks in advance of your event as additional charges may apply.

EVENT SETUP AND TAKE-DOWN

Standard meetings and retreats are given up to 2 hours of setup time prior to your event, and up to 2 hours for takedown time at the end of your event.

If more time is needed, please coordinate with the Harlam staff at least 2-weeks in advance of your event as additional charges may apply.

MEETING ROOM ACCESS AND CLEAN UP

Meeting room locations are unlocked according to the contracted areas of use specified in your contract.

We ask that guests clean up any meeting, recreation, and/or lounge spaces after each use. Please remind your guests to put trash in the proper receptacles, move furniture back to its original place (if it was moved), and take all personal belongings with you when you are finished using one of our retreat spaces. Thanks to you and your guests for your help!

AUDIO/VISUAL

Many spaces on site are set with plug and play Audio/Visual. All Audio/Visual requests must be arranged in advance of your meeting/retreat. If you need AV assistance while on-site, please call the Harlam staff on the radio during regular operating hours.

DINING CENTER USE

We welcome and encourage groups to use the back of the Dining Hall area as a gathering space during your time with us. Please understand that our kitchen area is strictly **off limits** to **ALL** group leaders, attendees, and guests.

SMOKE-FREE AND ALCOHOL-FREE FACILITY

Camp Harlam is a smoke-free and alcohol-free facility. Alcohol is only permitted for select events prior approval is given by the Associate Director. Please contact us with any questions. All events must adhere to the alcohol guidelines. Guests who do not comply may be asked to leave the premises and/or additional charges may apply.

GUESTS SAFETY AND SECURITY

The health and safety of our guests is on utmost importance to the entire URJ Camp Harlam team. The following information is provided for the benefit of you and your guests.

FIRST AID

Groups are required to bring their own medical supplies. There is a small first-aid kit located in the office, as well as AED's located throughout the property should the need arise.

For any groups that require a locked secure location for medication, the Harlam team can provide a lockable room to keep prescription medication. Please coordinate with the Harlam team at least 2-weeks in advance of your event.

EMERGENCY PROCEDURES

If time permits, please contact the Harlam Retreat Host on-site to determine next steps.

If time does not permit or if the weekend representative cannot be reached, please:

- Dial 9-1-1.
- Provide the address and building number of the emergency. Camp Harlam's address is 575 Smith Road, Kunkletown, PA.
- Please request that any emergency vehicles enter camp's "Main Gate" entrance and send a member of the group there to wait for their arrival.
- Locate the retreat host **immediately** to update them on the situation.
- Group leaders are responsible for contacting parents of group members.