



...dedicated to the mission of hospitality and the opportunity for spiritual growth

Reception Desk

The Weber Center receptionist is your primary information source. The reception desk is serviced daily from 7:30 a.m. to 11:00 p.m. To contact the receptionist by phone, please dial 4000.

Messages

Messages for guests are posted on the message board in the lobby.

Mail

Outgoing mail may be deposited in the postal box at the reception desk in the lobby. Please notify the receptionist if you are expecting incoming mail.

Building Security

The lobby doors are open daily at 7:00 a.m. The north entrance (parking lot) door closes at 8:00 p.m. and lobby entrance closes at 11:00 p.m. If you need to enter the building before or after these hours, use the security phone at either entrance. Instructions are posted.

Flashing Lights on Bedroom Walls

Do not be alarmed! The flashing lights on the wall indicate that the fire alarm system is working! Please do not cover these lights.

Meals

Meals are served in the Madden Hall Dining Room adjacent to Weber Center and accessible through the connector.

Continental Breakfast	7:30 - 8:45 a.m.
Lunch	11:30 - 1:00 p.m.
Supper	5:00 - 6:00 p.m.

Meals are unavailable in Madden Dining Room on Sunday evening.

Coffee/Tea

Fairly-traded coffee, tea and filtered water are available on the first floor in the north wing, beginning at 7:00 a.m.

Phone Usage

Telephones are located in bedrooms, conference rooms and gathering areas. Dial "7" to get an outside line, then dial the local or 1-800 number.

A phone card must be used for all long distance calls.

Bedroom Areas

The bedroom areas are designated as **quiet areas**. Please speak quietly and be considerate of other guests.

First Aid

A first aid box is available in the kitchenette of each floor, or contact the reception desk for assistance.

For an EMERGENCY between 7:30 a.m. and 11:00 p.m. dial **4000** for the front desk receptionist from a house phone. *If emergency medical personnel are necessary, dial **911** immediately and then dial 4000 to notify the front desk of the emergency.*

For an EMERGENCY between 11:00 p.m. and 7:30 a.m. dial **3712** for Security. Please speak slowly and clearly to leave a message; give your location and phone number.

Recycling Paper

A paper recycling container for office paper, junk mail, magazines and newspapers can be found in each kitchenette.

Smoke-Free Building

For the comfort and safety of our guests, Weber Center is a smoke-free building. The only designated smoking area is outside in the northwest corner of the Weber Center parking lot.

Note: No candles may be used on bedroom floors.

Windows/Lights

To conserve energy, please check that windows are closed and lights in bedrooms and bathrooms are turned off whenever you leave the room, including at checkout time.

Climate Control

Use the up and down arrows to change the temperature in your room. The fan may be adjusted to 'on' or 'automatic.' The fan speed may be adjusted from 1 to 3, with 1 being low speed.

Valuables

Weber Center is not responsible for guests' personal valuables or articles.

Reflection Rooms

A reflection room is located in the west wing on each floor.

Worship and Prayer Opportunities

A copy of campus worship and prayer opportunities is posted on the bulletin board in the connector to Madden Hall. Local worship schedules are available at the reception desk.

Resource Room Library with Computer Access

All guests are welcome to use the Resource Room library located near the Weber Shop. A guest computer is available for checking e-mails, processing boarding passes, etc. Please see the receptionist for printing charges.

Internet Access

Weber Center is wireless and a Wi-Fi password will be provided to guests.

Weber Center Shop

Our shop features books, cards, gifts and personal items. Hours are also posted outside the shop.

Laundry Room

An ironing board, washer and dryer are available in the laundry room in the west wing on each bedroom floor. Laundry products may be purchased in the Weber Shop.

Walking Outside

You are welcome to walk the grounds. A campus map is available at the lobby desk along with labyrinth and cosmic walk brochures.

Fitness Room

Guests are welcome to use the Fitness Room on the garden level. However, those using the facilities and equipment in the Fitness Room do so at their own risk (Weber Center and Adrian Dominican Sisters are not liable for any injury).

Lost and Found Articles

Please contact the desk receptionist for assistance.

Off Campus

A street map of Adrian and a listing of local restaurants are available at the reception desk.

Check In – Check Out

Check in time: 3:00 p.m.

Check out time: 11:00 a.m.

At Checkout, please:

- Place used linens/towels in the laundry located on the west wing of each guest room floor.
- Turn off room lights; close windows.
- Leave your key at the lobby desk. There is a \$5 charge for lost or unreturned keys.
- If a balance is due, please pay before departure.

Weber Center is a retreat and conference center sponsored by the Adrian Dominican Congregation. Guided by the mission of the Adrian Dominican Sisters, Weber Center is dedicated to hospitality and the opportunity for spiritual growth and enrichment in a calm, welcoming atmosphere. Built in 1968 under the leadership of Sister Genevieve Weber, OP, Weber Center underwent an extensive renovation in 2002-2003 and reopened in the spring of 2004. May your stay at Weber Center be enriching and relaxing.

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