



COTTAGE ACCOMMODATIONS

Reserve the Cottage by emailing bergfriedreservations@eliotchapel.org (preferably 48 hours in advance).

The Cottage has one floor (not wheelchair accessible) with kitchen, small dining area, living room, sleeping areas (described below), and full bath. In good weather, the screened porch has more dining and sleeping options.

KITCHEN is equipped for basic meal preparation: full-size refrigerator, stove with an oven, microwave, coffee maker, and toaster. There are dishes, flatware, coffee mugs and some pots and pans. Dining area will seat 4-6. The screened porch has tables and chairs. The **fire extinguisher and first aid kit** are in the kitchen with a second fire extinguisher in the living room. **Make sure to locate those when you arrive.** Supplies in the kitchen include dish soap, hand soap, paper towels, cleaning supplies, mop, broom and dust pan, trash bags and some condiments. **NOTE:** The mice love our cottage, too. Don't leave food for them.

LIVING ROOM has comfy seating, a television with a digital converter and a DVD player, but no cable. Bring your favorite DVDs. There's an assortment of board games.

SLEEPING AREAS include a bedroom with a queen bed, two single beds in the alcove off the living room, plus three single size sleeping mattresses for use in the cottage. There is space for a few sleeping bags on the screened porch. You may want to use a camping pad if you sleep on the floor. **YOU'LL NEED TO BRING YOUR OWN LINENS (sheets, pillows, pillowcases, blankets, towels and /or sleeping bags).**

BATHROOM is stocked with septic safe toilet paper and hand soap. Contributions of septic safe TP are welcome. There is a tub with a shower and a sink in the bathroom. **NOTE: The Cottage is on a septic system. NOTHING except septic safe toilet paper and human waste should go into the toilet. NO Kleenex, feminine products or wet/baby wipes should go into the toilet, even if the products say they are 'flushable.'**

PHONE in the kitchen will receive incoming calls. The number is **(573) 486-5877**. You can call out to the **573** area code or, in an emergency, **911**, from the Cottage phone. To call other area codes, you need a cell phone, a prepaid calling card or you can reverse the charges. Cell phone signals on the property can be spotty. Give the cottage phone number, **(573) 486-5877**, to anyone who may need to reach you in an emergency. Emergency numbers are listed above the phone in the kitchen. Gasconade County has **911** services if needed. There are also walkie-talkies in the Cottage kitchen for your use while on the property.

OTHER GUESTS at Bergfried: Although you have reserved the cottage, other Chapel members or groups may use the meadow and shelter. They may need to use the water pump in the side yard outside the cottage. You will find that you have a fair amount of privacy while sharing the Bergfried property with other guests.

Parents should be aware that the cottage is not child proofed.

Whatever you bring and do not use, you must take with you when you leave, except for extra rolls of septic safe toilet paper and rolls of paper towels. Take empty containers, recyclables and any trash and food scraps with you when you leave. We don't have trash pick-up service. If you leave trash, a Bergfried Team volunteer will have to transport and dispose of your trash. Food scraps attract critters. You will see evidence of mice. Please don't leave stuff that they would like.

COTTAGE POLICIES

Bergfried and the Bergfried Cottage are pastoral retreats for the use of Members of Eliot Chapel, pledging Friends of Eliot Chapel, and groups and organizations who are affiliated with Eliot Chapel. Eliot Chapel Members and Friends are welcome to bring their friends to Bergfried. The Eliot Member or Friend reserving the cottage must be present during its use. The reserving Member or Friend will be responsible and held liable by Eliot Chapel for any damage or violations of the **USE POLICIES LISTED BELOW**.

Overnight guests staying in the Cottage are limited to a maximum of **eight** persons. For day use as a meeting space, the Cottage occupancy limit is a maximum of **25** persons.

TO VISIT BERGFRIED AND/OR TO RESERVE THE COTTAGE, CONTACT bergfriedreservations@eliotchapel.org, preferably at least 48 hours prior to a visit. Dan Shreve, a member of Eliot and a member of the family who gave this beautiful retreat to Eliot, lives across the road from the Bergfried cottage. Dan may stop by to introduce himself. He is a very thoughtful steward of Bergfried and we are grateful for his presence and all of his help.

USE POLICIES:

Use of Bergfried and the Bergfried Cottage are restricted to those described above.

Guests at the Cottage are asked to treat it as you would your own home. Please leave the Cottage as clean or cleaner than you found it. We do not have a cleaning service. We rely on the hard work of the volunteers on the Bergfried Team. The Team tries to keep the Cottage stocked with necessities. Just in case, please bring a roll of **septic safe** toilet paper and a roll of paper towels to help keep the Cottage supplied.

The Cottage is on a septic system which cannot process anything but septic safe toilet paper and human waste. **Please do not put non-septic safe TP, Kleenex, wet wipes or feminine products (or anything else) into the toilet.**

LARGE GROUPS using the cottage or visiting Bergfried should bring extra toilet paper (septic safe for the cottage), paper towels and large trash bags.

Food waste should be removed from the kitchen sink basket and placed in the trash, not sent down the drain. There is no garbage disposal. We do not have trash pick-up at the Cottage. You need to haul away all of your trash, food waste and recyclables when you leave. Please take all personal items with you when you leave.

ELIOT CHAPEL BUILDINGS AND FACILITIES POLICIES

Alcoholic Beverages: Consumers of alcoholic beverages **MUST BE 21 YEARS OF AGE OR OLDER.**

Illegal Drugs/Substances: Any substances or drugs that are illegal under the laws of the State of Missouri or Federal Law are prohibited on the Bergfried premises.

FIREARMS AND AMMUNITION: Use of firearms is prohibited at Bergfried except during hunting season. Bergfried is closed to visitors other than hunters during deer hunting season, mid-November through December 31. Those using firearms on Bergfried property are responsible for their equipment and the safety of visitors to Bergfried. It is recommended that weapons and ammunition be left in locked cars. Contact the chairperson of the Bergfried Team with questions about the weapons policy.

WHAT TO BRING

___ Flashlights and batteries

___ **ALL LINENS:** Pillows, blankets, sheets, pillowcases, sleeping bags, bath towels, hand towels, wash cloths, kitchen towels.

___ Personal toiletries: shampoo, soap, toothpaste, toothbrush, facial tissues.

___ Medications

___ Food, drinks, ice, condiments.

___ Rain gear, sturdy walking shoes.

___ Bug spray, sunscreen

___ Cell phone or prepaid phone card. Except with a phone card or reversed charges, the cottage phone can only be used for calls to the **573** area code.

LARGE GROUPS using the cottage or visiting Bergfried should bring extra toilet paper (septic safe for the cottage), paper towels and large trash bags.

WHAT TO DO WHEN YOU ARRIVE

___ Locate the phone, first aid kit and fire extinguishers in the kitchen and living room.

___ **EMERGENCY INSTRUCTIONS** are on the wall above the phone. The notebook with information about the cottage is in the dining area.

___ **THERMOSTAT** is on the living room wall. Move the setting to Heat or Cool. Set the temperature to a comfortable level. Reset thermostat to recommended setting before you leave. Off in summer. To prevent the pipes freezing, heat must be left on at a low setting during the winter.

___ Turn on the **WATER**. The valve is in the basement, next to the hot water heater, clearly marked.

___ Turn on the **HOT WATER HEATER**. The switch is on the stairs to the basement. Move the handle on the side of the box up, from the 'OFF' position to the 'ON' position. Be sure to keep the basement door locked while you are in the Cottage and, especially, lock it when you leave.

PARENTS: Please be aware of numerous hazards at Bergfried. The property and the Cottage are not childproof. Children must be supervised at all times.

You will find notes throughout the cottage, regarding items which need special care or attention. Our purpose is to keep the cottage well maintained with a minimum number of volunteer hours. Please take these notes as gentle, friendly bits of information. We, the Bergfried Team, welcome you to this Eliot Chapel retreat and hope you have a wonderful visit.

HOUSE SYSTEMS

Water shut-off is in the basement, next to the hot water heater. The water must be turned on when you arrive and turned off when you leave. Sump pump is in the basement. Instructions for settings on furnace and a/c are on a note next to the thermostat in the living room.

FOR MINOR PROBLEMS WITH THE COTTAGE, PLEASE CALL:

Kelly Birmes (314) 560 -3166

Dan Shreve (573) 645-2417

Kelly Birmes is an Eliot member who has had many years' experience at Bergfried and helps maintain the property and the Cottage. Dan Shreve is a member of Eliot who lives across the road from the Bergfried property. He's a member of the family who donated Bergfried to Eliot Chapel. He may stop by to say 'Hi.'

IN AN EMERGENCY (NOT MEDICAL), FOR PROBLEMS WITH:

PLUMBING **FAERBER PLUMBING** **(573) 486-5543**

HEATING-A/C **VAN BOOVEN HEATING & A/C** **(573) 486-3790**

SHOPPING/SUPPLIES -- many shops in Hermann. Closest to Bergfried:

Groceries VILLAGE MARKET West of Hermann, south side of Hwy 100 (573) 486-2916

Other supplies: DOLLAR STORE Next to the Village Market (573) 486-0033

EMERGENCY INFORMATION

HOUSE PHONE: Will receive incoming calls. It may be used to make local calls to 911 or to the 573 area code or calls to any number with a paid calling card or by reversing the charges.

COTTAGE PHONE NUMBER: (573) 486-5877

House mailing address: 1528 Highway 100, Hermann, MO 65041-4019

EMERGENCY CONTACT – POLICE, FIRE OR AMBULANCE: 911

YOU CAN CALL 911 FROM THE HOUSE PHONE.

BERGFRIED COTTAGE EMERGENCY ADDRESS: 103629 HWY 100 WEST

If you are calling from Bergfried to request emergency POLICE, FIRE OR AMBULANCE services, state your location as follows:

”I AM CALLING FROM EMS LOCATION

1-0-3-6-2-9 HIGHWAY 100 -- WEST

on the left side of Highway 100 heading west, at the top of the last hill before the bridge across the Gasconade River.”

Sheriff’s Department in a non-emergency: M-F, 9 a.m. – 4 p.m.: **(573) 486-2424**

24-hour Dispatch Center: **(573) 437-7770**

In a non-emergency the nearest hospital is: **Hermann Area Hospital, 509 West 18th Street, (573) 486-2191**

If there is the time to travel, consider Mercy Hospital, 901 East 5th Street, Washington, MO, (636) 239-8000. If you’re using a cell phone with a 314 or 636 or other area code, you must include the 573 area code to dial locations in any 573 area code location. You may also need to use your cell phone area code to call numbers in your cell’s area code. Cell phone coverage can be spotty at Bergfried. If there are people who might need to contact you, you should give them the **Bergfried Cottage number: (573) 486-5877.**

BEFORE YOU LEAVE THE COTTAGE

There is no trash collection or cleaning service for the Bergfried Cottage. When leaving the cottage, please consider how you want the Cottage to look and feel when you arrive. What do you do to make your home secure? Please treat our Bergfried home as you would your own home. Thank you for your help.

___ Please sign the guest book. How many in your group? The Bergfried Team wants to track Cottage visits.

___ Remove all leftover food that is not in sealed containers. (The mice, the mice, the mice!)

___ Wash and dry dishes. Put them away. Clean kitchen sink. Empty the sink drain basket to the trash.

___ Wipe counter tops, stove, dining table and chairs. Wipe up oven spills. Wipe microwave inside and out.

___ Empty refrigerator of perishables and wipe out any spills. Leave condiments. Make sure refrigerator doors are closed.

___ Sweep/vacuum rug and floors and damp mop bare floors.

___ Clean bathtub, sink and toilet.

___ Close all windows and secure locks. Place security bar in kitchen window. Close blinds.

___ Return extra mattresses to storage location.

___ Turn off all lights. Make sure the faucets and toilets are not dripping/running when you leave.

___ Remove all trash, recycling and personal items. **THERE IS NO TRASH COLLECTION AT THE COTTAGE.**

___ **TURN OFF THE WATER HEATER** (Switch at the top of the basement stairs, off the bathroom.)

___ **TURN OFF WATER** at the valve in the basement next to the hot water heater. **LOCK** basement door.

___ Return **THERMOSTAT** to the appropriate setting. Instructions are posted on the wall next to the thermostat.

___ If no one else is on the property, **LOCK THE GATE(S)**. If you opened the gate near the bridge across the Gasconade, be sure that the gate there is locked.

___ If you use the fire pits, **never** leave a fire unattended. Make sure all fires are completely out before leaving the property.

___ Lock the door. **PLEASE RETURN THIS COMPLETED CHECKLIST TO THE ELIOT CHAPEL OFFICE WITH THE COTTAGE KEY.**

Please notify the **Eliot Office** if you find any problems at the Bergfried Cottage, or send a message to **bergfriedreservations@eliotchapel.org**. We are especially happy to have positive feedback about your visit. Please let us know what you liked and what you didn't.

Thank you for your help and for enjoying this beautiful place. **THE BERGFRIED TEAM**