

BELFRY HOSTS ORIENTATION

We are grateful to be able to share the beauty of this land and home with others, with a goal of building relationships with God and others in community. As host, you will be the one responsible for the practicalities of the house while you are here. Please call Anne Grizzle, 713-443-6211, with any questions or problems or for immediate questions or needs, Carol Atwood, 540-463-1000.

OPENING UP (and in reverse closing up):

- 1) Use the key to open (turn lock left and hold as you push the latch hard). Once in, be sure to put the key back in its place and push the button inside the door frame so the door does not lock behind you. Open other doors by pulling handle up and then turning the knob. No need to lock doors while you are there even at night.
- 2) Heat and/or air conditioning – turn thermostats simply to appropriate temperature in areas to be used (generally we aim for 68 in winter and 76 in summer to be good stewards but be comfortable for your group). There are five thermostats by zone: basement in the downstairs hall, great room on the main dining wall, master and fruit room in the master bedroom, other bedrooms in the second floor hall, library in the library and mediation room/tower in the meditation room. When you are not using an area, please do not use heat or ac. **Do not touch extra buttons as the system is complicated.**
- 2) Turn on instant hot water tank under bar sink in bar cabinet if you wish to use it.
- 3) Turn on circulating hot water (on/off switch is in the ceiling just inside the closet in the rock bunk room in the basement) if you wish to have hot water available quickly.

WHILE THERE:

- 1) Encourage people to leave boots/shoes in the entry to keep floors neat and sound quiet. Be sure no shoes are worn in the top carpeted floors of the tower unless they are needed for health.
- 3) Please encourage energy conservation. The house is insulated concrete form and has geothermal heating and cooling which is a good start. Lighting can be lots or little. One pleasant effect in the great room is to turn on the fan lights, mantle lights, (switches on either side of the mantel) and counter pendants and minimize use of the overhead lights. Note dimmer switches on most lights and use them. Encourage people to conserve energy by using on lights you need and turning off lights not in use, by turning thermostats down (or up in summer) in areas you are not using especially at night. As house host note any lights left on in unused areas and switch them off. Be attentive to keep windows and doors closed when AC or heat is running.
- 4) Windows: Feel free to enjoy the breezes in pleasant weather but turn off (or down/up depending on season) the heat/or AC in the zone you are in if you want to open windows. Be sure to remind people to always use screens when opening windows (roll down from the top and punch on right and left to keep down) to prevent bugs from coming in and to always close windows in a room when they leave to avoid ruining the wooden windows in the event of a sudden rain shower.
- 5) Wood: Remind people that all the wood is real, which means reminding people to always use coasters or placemats on entry, dining and living room tables and all window sills. As host, watch for glasses left on tables as this can cause permanent rings on the wood.

During your stay, if you have a question or need anything, call Anne Grizzle 713-443-6211. For someone nearby or in an emergency, you may call cousins nearby:

Carol and Larry Atwood down the road at 932 Zollman's Mill Road, 540-463-1000

Carol cell 540-817-8435 Larry cell 540-463-3191

Alan and Grace Tilson in the big stone house on the main farm, 540-463-9687

Trey Tilson, in town but often on the land for hiking and hunting, 540 - 5700908

CLOSING UP:

- 1) Have guests take **off dirty sheets (not mattress covers) and towels and put them in the laundry room in the basement and then remake the bed with fresh linens and pray for the next guest.** Upstairs queen sheets are in the laundry closet at the top of the stairs with white for queen, gold for twin, and ivory for king. Basement bunk room sheets are pebble beige and leaf room sheets are green and found in the basement hall laundry closet. Basement private room or futon full sheets are the brown ones. If you have time to wash and dry them some loads on your last day as you are meeting (especially anything wet so they are not left in a pile to mildew), that is most helpful.
- 2) **Guests are requested to leave a contribution of \$50/night to Amistad Mission, International Justice Mission or World Vision.** Please leave checks in the box on the entryway windowsill with mission brochures and Anne will mail them in all together (make a note if you do or do not wish a receipt or further information from the mission).
- 3) Encourage everyone to **leave a note in the guest book before leaving**, preferably with name, address, and email.
- 4) Leave dishes clean (ok to run dishwasher as you leave if you need to although it's better to do it while you're still there).
- 5) **Turn heat down to 50 in winter or air conditioning up to 90 in summer for all five thermostat locations.**
- 6) **Turn off instant heat under bar sink** if you turned it on.
- 7) In the basement, **turn off circulating hot water** (in basement rock bunk room closet ceiling).
- 8) **Make sure the doors of the gazebo and porch are hooked** so they do not blow off in a wind storm. Leave deck and porch furniture under roof so it will get minimal water damage.
- 9) **Please throw away or take with you any perishable food items before you leave.** You can leave in the pantry or refrigerator (or put in the freezer, labeled with item and date) any foods that will not perish and could be used by another group.
- 10) Please **collect trash and drop all the garbage at the dumpster** on your way out (after you turn right from Cedar Hill Church Road and go over the Buffalo Creek Bridge, take the next left and then second drive on the left up the hill toward recycling where trash dumpsters will be). Recyclables can be left clean in the appropriate bins of the trash house in the parking lot or taken to recycling during day hours.
- 11) **Be sure all lights are turned off, including checking carefully inside and out if you leave in daytime.**
- 12) **Make sure all windows are closed and locked.**
- 13) **Lock all the basement and side doors from the inside (pull handles up on the Pella doors to be able to turn the lock) and press the button inside the front door so the front door will lock after you.**
- 14) **Check to make sure all the fence gates are closed.**
- 15) **Please email Anne with any suggestions and to let her know of any essentials that are low (dish soap, toilet paper, paper towels, detergent, ketchup, salt, etc.) or anything that is not working -- afgrizzle@mindspring.com.** Call Carol for something urgent.

Extra Notes:

- 1) The east deck fire pit is turned on by turning the red lever at its base and then holding in the ignition button until it lights (can be sudden so be careful).
- 2) Before using the gas grill, be sure it is well cleaned to avoid grease fires (when you finish using it be sure to clean it for the next person and cover it once cool).
- 3) If you wish to use the basement gas heater/stove you must turn the gas line for it on in the furnace room. It has two knobs at the right back base (you can see them using a flashlight). The bottom knob controls high and low heat. The top button can be pressed in and turned to light the pilot light. Always be sure the pilot light is lit when the gas is on. Once the pilot is on, you simply turn the heater on and off with the switch at the top back right.
- 4) For cleaning, you can easily run the large dust mop on great room or upstairs floors and shake outside and/or use dust buster. Vacuum is available for bigger cleaning and is kept in the pantry.