

# Cottage Retreat Center Facility

## Policies and Procedures



**Cottage Address:**  
Four Arrows  
14 Sherman Place  
Storrs, CT 06269

**Main Office Address:**  
University of Connecticut  
Student Union Room 308k  
2110 Hillside Road U-3008  
Storrs, CT 06269  
860-486-3799

[www.fourarrows.uconn.edu](http://www.fourarrows.uconn.edu)

Updated March 2014

**Cottage Retreat Center Facility Policies and Procedures  
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## **Welcome to Four Arrows**

Four Arrows manages the Cottage Retreat Center facility and outdoor leadership programs of the Leadership Office within the Department of Student Activities at the University of Connecticut.

## **Mission of Four Arrows**

Four Arrows mission is to provide unique, challenging, and adventurous experiential learning programs specifically designed for individuals and groups to accomplish personal and team goals, promote character development, while learning through reflection.

## **Four Arrows Cottage Retreat Center**

The Four Arrows Cottage Retreat Center is a space that is reserved for groups desiring to build strong teams and improve group communication. It is made available for participants to get off campus and focus on a teambuilding experience. The Four Arrows Cottage is **NOT** a space to be used for event programming or general meetings.

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## **The Four Arrows Cottage Operating Policies**

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### **Animals**

Animals are not permitted in the Cottage, with the exception of service animals and Jonathan, the UConn Husky mascot.

### **Building Hours**

The Four Arrows Cottage is available to be scheduled between these times:

Saturday-Sunday: 9:00 am – 9:00 pm

The space can be reserved for a whole day or a portion of the day.

Request use of the Cottage by visiting [fourarrows.uconn.edu](http://fourarrows.uconn.edu) or calling 860-486-3799

### **Candles**

Candles and incense are not permitted in the Four Arrows Cottage. Exception: Catering may be allowed to provide candles for catered events on a case-by-case basis.

### **Damage, Theft, and Vandalism**

Persons responsible for any acts of damage, vandalism to the premises, or removal of items from the Cottage will be referred to the appropriate authorities and will be held accountable for their actions. Anyone witnessing a crime or act of vandalism should call 911 to report the incident.

### **Emergencies**

The Cottage is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In the case of an emergency (e.g., fire, inclement weather, or bomb threat), persons in the building are asked to follow the directives of Public Safety staff. The Cottage follows all local, state, and federal emergency regulations.

The Cottage has a state-of-the-art fire safety system. In the event of an emergency that requires evacuation such as a fire, the emergency system will be activated and all occupants will be directed to exit

the building until the “all clear” is given by Public Safety personnel. All individuals must follow the evacuation directions provided by the Four Arrows Cottage staff and Public Safety personnel.

### **Parking**

Parking is available in the parking lot in front of the Four Arrows Cottage, across from the club sports field. Parking in the roundabout in front of the Four Arrows Cottage is prohibited.

### **Posting**

Organizations or outside clients may post inside the Four Arrows Cottage for the duration of their scheduled event using painters tape or adhesive putty. All materials posted must be removed by organization or outside clients following the conclusion of training or retreat.

### **Responsibility for Personal or Organizational Property**

The Four Arrows Cottage is not responsible for loss, theft, or damage of personal or organizational property. Guests of the Cottage should take appropriate care of such items.

### **Shoes and Shirt Requirements**

For health and safety reasons, all persons entering the Four Arrows Cottage must wear proper attire, which includes shirts and shoes. Persons not wearing proper attire will be asked to leave the premises. Exceptions for cultural, religious, or other reasons may be made at the discretion of the Four Arrows staff. As an educational training and retreat center, comfort is the primary goal. Dress should be comfortable and appropriate.

### **Smoking/Tobacco Products**

For health of our community, the use of tobacco products of any kind is not permitted in the Four Arrows Cottage. This includes, but is not limited to: cigarettes, cigars, pipes, pellets, chewing tobacco, e-cigarettes, and snuff.

There is no smoking permitted in any location of the Four Arrows Cottage in accordance with the Connecticut General Statute. Smoking outside must be at minimum distance of 25 feet from any Four Arrows Cottage entry door and from the entrances of the Four Arrows Challenge Course.

### **Technology Use and Requests**

The Four Arrows Cottage is equipped with wireless internet. A projector and laptop are available upon request. There are also other supplies available such as large post-it notes, markers, and white boards. To request any of these items for your retreat at Four Arrows Cottage, please fill out the appropriate section of the request form designated for equipment needs.

### **University Contracts**

All activities held in the Four Arrows Cottage jurisdiction must support University contracts with regard to vendors and products. For this reason, only Coca-Cola beverage products can be served or sold on campus.

### **Weapons and Explosives**

Weapons or weapon facsimiles are not permitted in areas under the Four Arrows Cottage jurisdiction. A weapon is defined as a tool or other device that can be used to kill, injure, or incapacitate an individual and/or destroy property or other resources, rendering them non-functional or unavailable. This includes but is not limited to: firearms, knives, clubs, bows/arrows, martial arts weapons, bombs, stun guns, etc. No fireworks or other incendiary devices are permitted. Public Safety officials are excluded from this policy.

## Guidelines for Reservations

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### Usage of Four Arrows Cottage

The Four Arrows Cottage is a space that is reserved for groups desiring to build strong teams and improve group communication. It is made available for participants to get off campus and focus on a teambuilding experience. The Four Arrows Cottage is **NOT** a space to be used for event programming or general meetings.

### Who Can Use the Cottage?

Priority is given to registered student organizations that have completed all SOLID training requirements and have an “ACTIVE” status in UConntact and University departments. Non-affiliated groups have access after the needs of the campus are served. Any group with unpaid University invoices will be denied access until all University payment arrangements have been made. In order to avoid conflicting details, one person must be designated as the group contact to make all arrangements for the group’s retreat or training. The Four Arrows Cottage Retreat Center is designated as a non-academic facility that supports out-of-classroom programs and events. Therefore, classes for University credit are not scheduled in the building.

### Four Arrows Cottage User Group Definitions

*Registered Student Organizations:* A registered student organization at the University of Connecticut that has completed all requirements for recognition by the registering department (Student Activities, Residential Life, etc.)

*Department:* Any recognized University department, including a recognized department committee or program.

*Affiliated:* An outside group or organization (e.g. professional association) that has a recognized relationship with a University department, not an individual employee.

*Non-affiliated:* An outside group or organization that does not have a recognized relationship with a University department.

### Request Process

To reserve a time to use the Four Arrows Cottage, a group or organization must complete the Four Arrows Cottage request form which is available through our website [www.fourarrows.uconn.edu](http://www.fourarrows.uconn.edu). The request must be submitted at least 14 days prior to the retreat or training.

When completing the reservation request form you will need the following information:

- Group/Organization Name and Type
- Primary Contact Information
- Alternative Contact Information
- Retreat or Training Description
- Tentative Dates and Start and End Times for Request
- Type of Set Up Needed
- Estimated Number of Participants

- Materials Needed

Sponsors of all events will be expected to:

- Comply with pertinent local, state, and federal laws, as well as University policies.
- Abide by all University contracts.
- Pay all charges for support service personnel (i.e. police, audiovisual technicians, event staff, etc.) or equipment rental.
- Comply with room capacities and fire codes.
- Take steps to guard against personal injury and property damage.
- Cooperate fully with facility or event supervisors, University police, and other University staff.

### **Changes in Reservation Requests**

Contact Four Arrows Staff at 860-486-3799 to make any changes to your reservation. Changes can be made to a reservation up until a week prior to the reservation date.

### **Cancellation**

Four Arrows should be notified of any reservation cancellation as soon as possible. Please be aware that your group may still incur charges if the reservation order is cancelled based on the guidelines below:

Affiliated, Non-affiliated, and University departments:

- 1 month prior to confirmed date: 100% of the cost
- 2 weeks prior to confirmed date: 50% of the cost
- Less than 1 week prior: 0% of the cost

Registered Student Organizations:

If a cancellation less than one week prior to confirmed date occurs a fee of \$50 will be charged to the organization.

If you have a catering order for food, please see University Catering's event cancellation policy.

### **No Shows**

Any costumer who fails to cancel a facility/service order within the required time period will remain responsible for all fees associated with using the facility (e.g. facility space, technical equipment, staffing, etc.) and may lose opportunity to book Four Arrows Cottage again during the semester.

## Room Capacities

- Please be aware that room capacities may vary depending on specific setup requirements. Floor plans and photos are available at [fourarrows.uconn.edu](http://fourarrows.uconn.edu)

Room	Measurements	Square Footage	Set Up	Maximum Occupancy
Solidarity Main Room	24'3" X 23'	627	Lecture Style	60
			Reflection Circle	30
			3 Small Working Groups	36
			Conference Table	22
Energy Breakout Room	10'10" X 14'7"	161	Conference Table	10
			Reflection Circle	15
Reflection Breakout Room	14'7" X 11'4"	168	Conference Table	10
			Reflection Circle	15
Growth Breakout Room	10'10" X 14'7"	161	Conference Table	10
			Reflection Circle	15
Turning Point Breakout Room	14'7" X 11'4"	168	Conference Table	10
			Reflection Circle	15
Kitchen	9'7" X 11'1"	144		
Core	20'2" X 16'10"	282		

## Rental Fees

Group	Rental Fee	Facilitator Request
<b>UConn Registered Student Organization</b>	None	None
<b>UConn Affiliated Faculty/Staff/Group/Departments and Student Programs</b>	\$100 for ½ day (4 hour block) \$175 for entire day. (50% off if booked with a challenge course)	\$5/person (minimum \$75)
<b>Non-profit Organizations and Non-UConn Public Education Institutions</b>	\$200 for ½ day (4 hour block) \$375 for entire day. (50% off if booked with a challenge course)	\$10/person (minimum \$150) \$100 non-refundable deposit
<b>For Profit Organizations, Private Education Institutions, and all other groups not covered by those listed above.</b>	\$500 for ½ day (4 hour block) \$900 for entire day. (50% off if booked with a challenge course)	\$20/person (minimum \$300) \$100 non-refundable deposit

## Guidelines for Facility Use

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### **Audio/Visual Equipment Support**

The Four Arrows Cottage can provide audiovisual equipment in most spaces within the building. If Four Arrows equipment is lost or damaged, charges for the cost of replacement or repair will be billed to the sponsoring organization or department. Requests for audiovisual equipment can be submitted along with space reservation. Requests made after the initial request process may be accommodated. The setup and breakdown will be provided by Four Arrows. The setup, operation, and breakdown of all non-Four Arrows equipment are the responsibility of the customer.

### **Connecting to the WIFI**

At Four Arrows has the ability for WIFI connect at the Cottage; however there are limitations. No mobile devices can be connected and only the computers being used for presentations/component of training will be provided access for connectivity.

### **Facilities Protocol**

Facilities staff is responsible for responding to any facilities-related issues. These include but are not limited to heating and cooling, plumbing, lighting, electrical, and minor maintenance problems. To report a problem, please see on-site Four Arrows Staff member.

### **Food and Beverages Guidelines**

Four Arrows does not provide any food or beverages to any group. If a group is interested in eating before, during, or after sessions held at the Cottage, they are welcome to do so and can order directly from [University Catering](#). For any event held at the Cottage, guests are required to use University/Dining Services for food and beverage services. University Catering maintains the right of first refusal for any event. If University Catering consents, an outside food source may be used and the group must follow all guidelines established by Environmental Health and Safety. If you wish to have catering at your event it is your responsibility to contact University/Dining Services prior to the day of your event. We do have an unfurnished kitchen and assorted tables that can be utilized by groups. Four Arrows must be informed about any food that is planned to be at the Cottage for logistical purposes.

### **Reporting Problems**

Problems or concerns should be reported to the On-Site Four Arrows Cottage Staff Member.

The Four Arrows staff will investigate the problem and identify the means and method to remedy the problem. Problems can be handled internally by the Four Arrows staff or referred to the University Facilities or an outside vendor as appropriate. *The Four Arrows staff is the only authorized entity that can submit UConn facilities work orders for the Four Arrows Cottage.*

The Four Arrows staff will charge for any labor and parts for work that can be identified as beyond normal wear and ordinary use or as the result of vandalism or negligence. If a charge is necessary, this will be discussed in advance with the appropriate department head.

### **Space**

With a reservation at the Cottage, you will be able to utilize four breakout rooms, one large functional space, and a kitchen that has general tabletop appliances and a fridge for those looking to store items during the use of the facility.