

Ellington Cottage Retreat Center

Policies and Procedures



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

Main Office Address:
University of Connecticut
Student Union Room 302A
2110 Hillside Road U3008
Storrs, CT 06269
860-486-6588

**Ellington Cottage Retreat Center Policies and Procedures
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Welcome to Four Arrows

Four Arrows manages the Ellington Cottage Retreat Center and Experiential leadership programs including the low and high ropes challenge course located behind the cottage. We are housed under Student Affairs > Student Activities > Leadership and Organizational Development 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 Ellington Cottage Retreat Center

The 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 team building experience. Ellington Cottage is **NOT** a space to be used for regular event programming or general meetings.

COVID - Protocols

Outlined below are the protocols and strategies put into place as we begin to return to normal business operation. These will align with the latest regulations and advisories related to COVID-19 and how this affects staff and participants in accordance with University, state, and federal regulations and recommendations.

COVID-19 Symptoms

Any individual entering Ellington Cottage ensures prior that they are not showing any [COVID-19 symptoms](#). Any individual who may be sick, or may have had contact with anyone who is sick, is to refrain from entering the building. Four Arrows staff reserve the right to ask any individual to leave the site if exhibiting COVID-19 symptoms or not able/willing to follow protocols outlined in this document.

Signage and Visual Indicators

Ellington Cottage will have designated postings related to COVID-19 about expectations in keeping the community safe, COVID-19 symptoms, hand washing, sanitizing, and how to move in the space to maintain physical distancing.

Physical Distancing

Maintain 6 feet of distance between others. No handshaking or physical greetings. Please maintain physical distancing at all times even during breaks.

Face Coverings

Any individual in Ellington Cottage is required to wear minimally a cloth face covering over their nose and mouth. CDC provides guidance of [how to wear cloth face coverings](#) and minimize risk when removing them. Additional details specific to UConn can be found through the [Environmental Health and Safety COVID-19 Resources page](#).

Washing Hands/Sanitizer

Wash your hands often with soap and water for at least 20 seconds. Our space has three bathrooms with signage to indicate this information. You may also use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol. A hands-free sanitizing station will be set up at the main entrance of Ellington Cottage.

General Hygiene

Cover coughs or sneezes with a tissue, then throw the tissue in the trash and wash or sanitize hands, if no tissue is available then cough into your elbow. Avoid touching eyes, nose, and mouth with your hands. Clean and disinfect shared objects after each use.

Reduction in Space Capacity

Space capacity has been greatly reduced to effectively manage the required physical distancing of people. The maximum number of people in each space will be posted, is available online, and will be a component of the reservation process.

Four Arrows Staff Responsibilities

- Will follow all designated requirements already outlined in accordance to COVID-protocols of Ellington Cottage
- Staff will be provided with personal protective equipment (PPE) specific to COVID-19 mitigation
- Staff will be trained on all necessary mandatory health and safety requirements updated by regulatory agencies
- Daily health screening – staff will be required to fill out a questionnaire prior to reporting into work each day to verify there are no symptoms as outlined by the CDC. We will require a daily personal temperature check
- Frequent cleaning and disinfecting process of facility spaces and equipment.

The Four Arrows Ellington Cottage Operating Policies

Animals

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

Building Hours

Ellington Cottage is available to be scheduled between these times:

Saturday-Sunday: 8:00 am – 11:00 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 or calling 860-486-6588.

Candles

Candles and incense are not permitted in Ellington 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 Ellington 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, bomb threat, and COVID protocols), persons in the building are asked to follow the directives of Public Safety staff. Ellington Cottage follows all local, state, and federal emergency regulations.

Ellington 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 staff and Public Safety personnel.

Parking

Parking in the roundabout in front of Ellington Cottage is prohibited. Parking is available in the designated parking near the street entrance, across from the club sports field.

Posting

Organizations or outside clients may post inside Ellington 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

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

Shoes and Shirt Requirements

For health and safety reasons, all persons entering Ellington 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 Ellington 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 Ellington Cottage in accordance with the Connecticut General Statute. Smoking outside must be at minimum distance of 25 feet from any Ellington Cottage entry door and from the entrances of the Four Arrows Challenge Course.

Technology Use and Requests

Ellington 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 Ellington 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 Ellington 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

Usage of Ellington Cottage

Ellington 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. Ellington Cottage is **NOT** a space to be used for regular 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 UConn 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. Ellington 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.

Ellington 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.)

UConn Student Group: Intact groups made up of at least 90% University of Connecticut students.

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 Ellington Cottage, a group or organization must complete the Ellington Cottage request form which is available through our website 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.
- Agree to abide by these specific policies designated for the space

Changes in Reservation Requests

Contact FourArrows@uconn.edu or call 860-486-6588 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 customer 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 Ellington Cottage again in the future.

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.
- **Note: These capacities do not reflect reduced amounts for COVID**

| 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 |
|--|---|------------------------------|
| UConn Registered Student Organization | None | None |
| UConn Affiliated Faculty/Staff/Group/Departments and Student Programs | \$100 for ½ day (4 hour block) \$175 for entire day. (50% off if booked with a Four Arrows Program) | \$5/person (minimum \$75) |

| | | |
|--|---|--|
| Non-profit Organizations and Non-UConn Public Education Institutions | \$200 for ½ day (4 hour block) \$375 for entire day. (50% off if booked with a Four Arrows Program) | \$10/person (minimum \$150) \$100 non-refundable deposit |
| For Profit Organizations, Private Education Institutions, and all other groups not covered by those listed above. | \$500 for ½ day (4 hour block) \$900 for entire day. (50% off if booked with a Four Arrows Program) | \$20/person (minimum \$300) \$100 non-refundable deposit |

Guidelines for Facility Use

Audio/Visual Equipment Support

Ellington Cottage can provide audiovisual equipment in most spaces within the building. If Cottage 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. To ensure proper connections to your own laptops bring any additional dongles you may need.

Connecting to the WIFI

Ellington Cottage is equipped with a portable Wi-Fi device that allows up to 15 devices to be connected at once. Although limited it can provide access for presentations and other online media. Login information will be provided on site.

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 Ellington Cottage, they are welcome to do so and can order directly from [University Catering](#). For any event held at Ellington 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 Ellington Cottage for logistical purposes.

Reporting Problems

Problems or concerns should be reported to the On-Site Four Arrows 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 Ellington 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 Ellington 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.