

# La Foret On-Site Amenities and Services

**WE WELCOME YOU TO LA FORET AND ASK THAT YOU CHECK-IN  
AT THE OFFICE UPON YOUR ARRIVAL**

## Office Use and Information

- La Foret office hours are generally 8:00 am through 5:00 pm Monday through Friday. However, if you find no one in the office during these times, chances are we are serving another guest and will return shortly. Staff is on-site during the weekends, but may not be in the office.

## Mail and Phone Communication

- Guests may receive mail during their stay which will be delivered to the dining hall at meals.
- Our mailing address to receive mail is: La Foret, 6145 Shoup Rd., Colorado Springs, CO 80908; please identify which program the camper is attending.
- During week long summer camps outgoing mail may be placed in the mailbox at the dining hall for pick up.
- Program Leaders should provide a cell phone number so participants may be reached for urgent matters while at La Foret. Our Office phone # 719- 495-2743

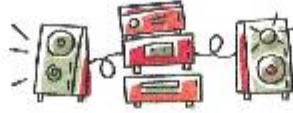
## Meeting Space Amenities

- Optional coffee and tea service is provided without charge in your primary meeting space; please schedule with Guest Services.
- Basic audio-visual equipment is available without charge; please schedule with Guest Services.
- Tables and chairs are available without charge; La Foret will provide one set up for your stay and you may reset as your program requires; please schedule your set-up needs with Guest Services.
- You are welcome to move our furniture to support your program but we ask that you return the indoor and outdoor furniture to the location that you found it.

## Quiet Time

- La Foret observes a quiet time from 10:00 pm to 8:00 am each day out of respect to our neighbors and other visiting groups.
- This means that outside activities with noise that carries beyond the immediate activity area must stop by 10:00 pm. In addition, noise that carries beyond the building where the activity takes place must also stop by 10:00 pm.

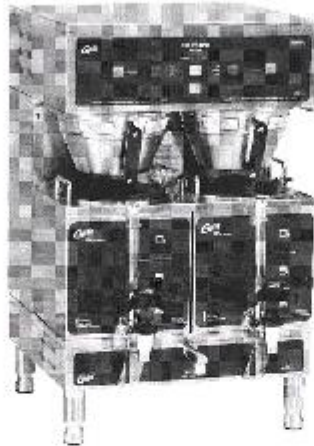
# Inglis Sound System



1. Use only the volume (gain) on the amp, please leave all other knobs alone.
2. All equipment is running through speakers, read labels for corresponding equipment to adjust volume.
3. Turn power on for the equipment that you want to use; VCR, DVD, CD player, and Cordless mic.
4. If you want to watch a DVD, or use the VCR, you'll need to pull down the screen above the stage.
5. Turn on LCD projector by holding down the power button until you see a green light, it will take a few minutes to warm up.
  - a. Do not try to adjust the LCD projector in anyway
  - b. Do not unplug the LCD projector
  - c. Do not plug any video game console into the LCD projector

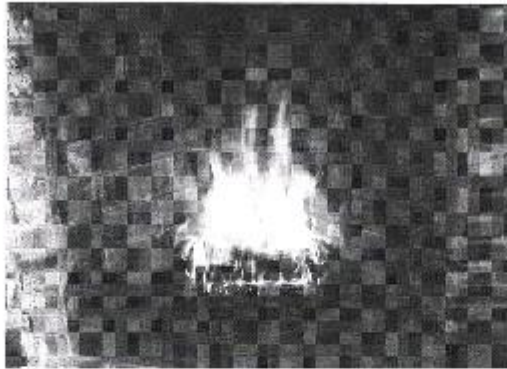
**\*Please do not remove any equipment from cabinet**

## **INSTRUCTIONS FOR THE LARGE COFFEE MAKER**



1. Put coffee filter into the basket and add 1 package (or less) of coffee.
2. Press the on button.
3. Select the brew strength.
4. Press the brew button.
5. When the chamber is full, you may move the unit to the warmer.
6. Press the on button on the warmer to keep it hot.
7. Put in a new coffee chamber and brew another pot (if desired).

## FIREPLACE FAN IN PONDEROSA



To properly ventilate Ponderosa when you have a fire going in the fireplace, you'll need to turn the fan on. The switch for the fan is located on the wall next to the entrance to the coffee lounge, on the same panel as the dial for the ceiling fans. You can adjust the speed of the fan with the dial.

## **INTERNET USAGE PROTOCOL**

A signal is guaranteed to be found in Inglis Hall, Ponderosa Lodge, and both the lower and upper Dining Hall. You will not need a network key, so keep in mind that these are unsecured networks. Thus, information sent over these networks could possibly be viewed by others. La Foret will not be responsible for stolen information.

Please keep your internet surfing to appropriate sites. La Foret has put a block on categories of sites that we feel to be inappropriate, but some sites may slip through.

La Foret is not responsible for any viruses or any other type of malware acquired while using our wireless networks.