Welcome to PEEC….

...a perfect place for learning, exploring, and connecting ...

Host a reunion, retreat, training, or leadership program for your group, family, or organization.

About PEEC

The enjoyment and study of nature and natural systems is a focal point for us at PEEC. Our location within the Delaware Water Gap National Recreation Area and our proximity to 200,000 acres of public lands, including numerous state parks, forests, and game lands, offer opportunities for our guests to explore:

- shady hemlock gorges
- the scenic Delaware River
- forests, fields, ponds, streams, and waterfalls
- a quarry containing 400 million year-old fossils

Where is PEEC?

PEEC is located on the Pocono Plateau in northeastern Pennsylvania. The campus is situated within the boundaries of the Delaware Water Gap National Recreation Area, twenty miles southwest of the tri-state junction of New York, New Jersey, and Pennsylvania. PEEC is accessible by car, train, or bus and is only 2 hours from the major metropolitan centers of New York City, Philadelphia, Newark, and Trenton.

PEEC People...

PEEC employs environmental educators and supplemental staff to facilitate all programs and daily operations. Staff members are friendly, motivated, educated, and well-trained professionals available to assist you in planning and delivering a successful program.
PEEC PROGRAM OPPORTUNITIES

Workshops and Conferences - PEEC’s classrooms and other meeting spaces are ideal for workshops and conferences, providing ample room for large meetings and break-out space as needed.

Lodging, meals and snacks are provided for overnight conferences and retreats.

Day conferences can also be held at PEEC.

Note: If you are planning a multi-day conference and desire exclusive use of PEEC’s campus and meeting spaces, a minimum of 100 participants is required with an additional fee of $25.00/person. Details available upon request.

For an additional fee, PEEC classes can be added to your agenda.

EXTRA ACTIVITIES
Sometimes, groups like to supplement their curriculum with PEEC led activities. Below are two of our most requested programs. Ask about details and additional costs.

Team Building - PEEC staff lead groups through our challenge/adventure courses. Groups learn to work together and build on the results of their efforts. The skills to overcome obstacles, work as a team, and self-confidence are developed.

Guided Hikes - There are six (6) trails on PEEC’s property. You can choose to hike on your own using our Trail Guides, or have a PEEC staff member guide your hike, explaining about the flora, fauna and history of the area.
PEEC FACILITIES

Housing...

Cabins – Guests are housed in PEEC’s cabins which can comfortably sleep 2-6 people on bunk beds (lower bunks) with amazingly comfortable camp-type mattresses. Cabins have heat, electricity, and private bathroom facilities.

Duplex Cabins – PEEC’s 4 duplex cabins sleep up to 3 guests per side. Duplex cabins have heat, electricity, bunk beds, and private bathrooms. Two of the duplex cabins are also ADA accessible.

Yurt Village & Bathhouse – PEEC’s Yurts are circular, canvas-covered structures that have wood lattice walls, windows, and a skylight. The Yurts are furnished with bunk beds, heat, electricity, and ceiling fans. The village includes four Yurts that sleep up to 4 guests each and four larger Yurts which sleep up to 6 guests each. Four of the Yurts are ADA accessible and a heated bathhouse completes the village.

Guest Lodges – Two duplex style Guest Lodges can comfortably sleep up to 20 people on bunk beds with camp-type mattresses. Guest Lodges have semi-private chaperone rooms, heat, electricity, and private bathroom facilities. Guest Lodges meet ADA standards.

Linens are provided for all overnight Conference/Retreat guests.

Food Service...

Meals are prepared by an on-site, professional, food service staff. For our conferences and retreats, menus are chosen that reflect a healthy cuisine for grown-up palates.

Dining Hall...

PEEC’s multi-purpose dining hall is open for both dining and program events and is adjacent to cabins and meeting areas. The dining hall is a ‘natural’ choice for special events in the Poconos and has won awards for its passive solar design. The dining hall is a 3600 sq.ft. multi-purpose facility, seating 240 people.
Indoors...

The Main Building is the hub of activity at PEEC. It houses a large meeting area for presentations and gatherings, three classrooms, administrative offices, educational displays, and a book store. Classrooms are equipped with tables, chairs, chalkboards, and dry erase boards. Slide, power point, dvd, and cd equipment is also available upon request. The Nature Lodge at PEEC offers an additional meeting space for activities and indoor events. WiFi capability is available throughout the campus.

Outdoors...

PEEC’s 38 acre campus is situated within the 77,000 acre Delaware Water Gap National Recreation Area and is surrounded by an additional 70,000 acres of public land, giving our guests access to an enormous outdoor classroom. PEEC programs and activities take advantage of the unique opportunities afforded by our location. Depending on the season, visitors can canoe or fish* on PEEC ponds or cross-country ski through towering pine forests. There are two low-ropes courses, two challenge courses, three orienteering courses, two sensory trails, 12 miles of hiking trails, a craft center, several picnic areas, two campfire rings, and a number of outdoor teaching venues, including 2 pavilions and a small gazebo.

*(with a valid PA license)
Steps for Success

Use this Checklist For a Successful PEEC Experience.

_____ 6 Months- 1 Year Prior to Your Conference/Retreat – Book your event

Contact us (570-828-2310 ext. 227) to book your event and to request a contract. After the contract has been created, signed, and returned to PEEC, contact PEEC’s Program Planner (570-828-2310 X 231) to plan the details of your event. Our Program Planner will be in communication with you frequently to help make final arrangements for your group.

_____ 3 Weeks Prior to Your Event – Finalize numbers and schedule

FINALIZE YOUR SCHEDULE – You must connect with the Program Planner at least 3 weeks prior to your visit to be sure your schedule is correct.

CONFIRM GROUP NUMBERS — PEEC requires a confirmed group number at least 3 weeks in advance. This will be the number of people for which you will be held financially responsible at the time of billing. If your group size drops below this number, a 50% penalty fee will be assessed for all no shows.

Cabin/Sleeping Assignments. - You will have been given your cabin assignments when creating your contract and when speaking with the Program Planner. Refer to the campus map at the end of this packet to see where your cabins are located.

Linens are provided. Each linen packet contains sheets, blanket(s), a towel, washcloth and pillowcase. Pillows are included but guests may bring their own.

Meal-Time Information

There is space for 8 people to sit at each table.

If there are any special dietary needs, please share them with the Program Planner at least 3 weeks before your trip.

_____ 1-3 Weeks Prior to Your Trip – Discuss Expectations

Make certain that your participants know where they will sleep and have an agenda for your conference. You may make copies of the attached map for them.
Upon Arrival at PEEC

Check in at Front Desk.
Meet your PEEC Host at our front desk.
A PEEC Orientation is held for most groups. If one is scheduled for your group, please make sure all participants attend.
Cabin Check-In time begins at 1 pm. If you arrive earlier, your group’s belongings may be left at the main building.

During your Stay at PEEC

Remember to...

Stay in contact with your Host. He or she will check in with you at meals, but can also be contacted via our Front Desk. Please relay any questions, concerns, or comments about your program to him/her. On-call staff members are available in their lodgings after 10pm. We request that “quiet hours” begin at 10 pm.

Keep your cabins clean. No food is allowed in cabins. Not only does food attract critters but crumbs left behind could trigger a future guest’s allergy.

Before You Leave

Settle your bill with PEEC’s business office and your Host prior to your departure. Please check your schedule for “Billing Meeting”.

Return completed evaluation forms to your PEEC Host before you leave. Check-out time is 10 am.
Conference and Retreat Rates

Prices effective Sept 1, 2018

OVERNIGHT CONFERENCES/RETREATS

Overnight costs include lodging, meals as listed,* linens, meeting space, and 1 coffee break**/day

Cost per person

2 Days/1 Night ...................... 3 meals.............................................. $125.00
3 Days/2 Nights ..................... 6 meals.............................................. $190.00
4 Days/3 Nights..................... 9 meals.............................................. $255.00
5 Days/4 Nights..................... 12 meals............................................. $320.00

* Team Building Classes and Guided Hikes Available for Additional Fee

DAY CONFERENCES/RETREATS

Includes Meeting Space in our Main Building (each room can easily hold 25-30 guests). Meals* and Coffee Break** are available for an additional fee.

Morning Only (up to 4 hours) - $300.00/meeting room
Full Day (up to 8 hours) - $500.00/meeting room

A La Carte Meals:
Continental Breakfast -$8.00/person  Lunch - $13.00/person  Dinner - $20.00/person

Coffee Break (Coffee and Fresh Baked Goods) $5.00/person

* Meals reflect a Healthy Cuisine for Grown-Up Palates

⇒ Sample Lunch menus:
  • Grilled Chicken Caesar Salad, Fresh Baked Roll and beverages
  • Portabello Mushroom Panini, Salad Bar and beverages

⇒ Sample Dinner menus:
  • Grilled Chicken Breast w/grilled peppers, onions, and zucchini with Moroccan Couscous, Salad Bar, Dessert and Beverages
  • Pot Roast, Mashed Potatoes, Carrots, Salad Bar, Dessert and Beverages
  • Panko Breaded Cod, Rice Pilaf, Seasonal Vegetables, Salad Bar, Dessert and Beverages

** Coffee Breaks include Hot Beverages (Tea and Coffee) and Fresh Baked Goods

Dietary Concerns must be shared with the Program Planner at least 3 weeks prior to your visit.

Other Services: Transportation to/from area train/bus terminals might be available with prior scheduling. Call for rates and details.