

# Conferences & Retreats at PEEC



*A Guide for  
Conference Planners*



**PEEC**  
Pocono Environmental  
Education Center

Pocono Environmental Education Center  
538 Emery Road, Dingmans Ferry, PA 18328  
570-828-2319 | [www.peec.org](http://www.peec.org)



# Welcome to PEEC!

A PERFECT PLACE FOR  
LEARNING, EXPLORING,  
& CONNECTING.

Interested in hosting a reunion, retreat, training, or leadership program for your group, family, or organization?

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## 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
- Team building & confidence course

## 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 staff to facilitate all programs and daily operations. Staff members are friendly, motivated, educated, and well-trained.



# 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.



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

## EXTRA ACTIVITIES

Some 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. Self confidence is developed, as are the skills to overcome obstacles and work as a team.

### 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 6-12 people on twin-sized bunk beds with camp-type mattresses. Cabins have heat, electricity, and private bathroom facilities.



### Duplex Cabins

PEEC's 8 duplex cabins sleep up to 6 guests. Duplex cabins have heat, electricity, bunk beds, and private bathrooms. Two 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 44 people on twin-sized bunk beds. Guest Lodges have semi-private chaperone rooms, heat, electricity, and private bathroom facilities. Guest Lodges meet ADA standards.

### 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.







## Main Building

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 are also available upon request. Wi-Fi capability is available throughout the campus.

## Teaching Yurts

Additional teaching and/or meeting space is also available in our 2 teaching yurts. These round, canvas-sided, classroom-sized structures are available year-round with heat, electricity, air conditioning, and bathroom facilities. One yurt also contains a kitchenette and a Wi-Fi-enabled smart TV.

## 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, x 227) to book your event and to request a contract.

After the contract has been created, signed, and returned to PEEC, **PEEC's Program Planner (570-828-2310, x231)** will contact you to plan the details of your event. Our Program Planner will be in communication with you frequently to help make arrangements for your group.

\_\_\_\_\_ **3 Weeks Prior to Your Event** – Finalize numbers and schedule. Sign and return PEEC's Code of Conduct.

**FINALIZE YOUR SCHEDULE** – Your Program Planner will contact you 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.

**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 and meet your PEEC Host at the 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 3pm. If you arrive earlier, your group's belongings may be left at the main building luggage rooms.

*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 & RETREAT RATES

Prices effective Sept 1, 2023

## OVERNIGHT CONFERENCES/RETREATS

Overnight costs include lodging, meals, and meeting space.

Cost per person:

2 Days/1 Night	-----	3 meals	-----	\$110.00
3 Days/2 Nights	-----	6 meals	-----	\$165.00
4 Days/3 Nights	-----	9 meals	-----	\$255.00
5 Days/4 Nights	-----	12 meals	-----	\$280.00

(Linen Rentals can be Included for an Extra Fee)  
(PEEC Programs can be Available for Additional Fee)

**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.**

## DAY CONFERENCES/RETREATS

Includes Meeting Space in our Main Building (each room can easily hold 25-30 guests).

*Meals are available for an additional fee.*

Classrooms 1/2 Day (up to 4 hours)	-----	\$200.00/meeting room
Classrooms Full Day (up to 8 hours)	-----	\$400.00/meeting room
Yurts 1/2 Day (up to 4 hours)	-----	\$300.00
Yurts Full Day (up to 8 hours)	-----	\$600.00

### A La Carte Meals:

Continental Breakfast - \$10.00/person   Lunch - \$12.00/person   Dinner - \$16.00/person

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

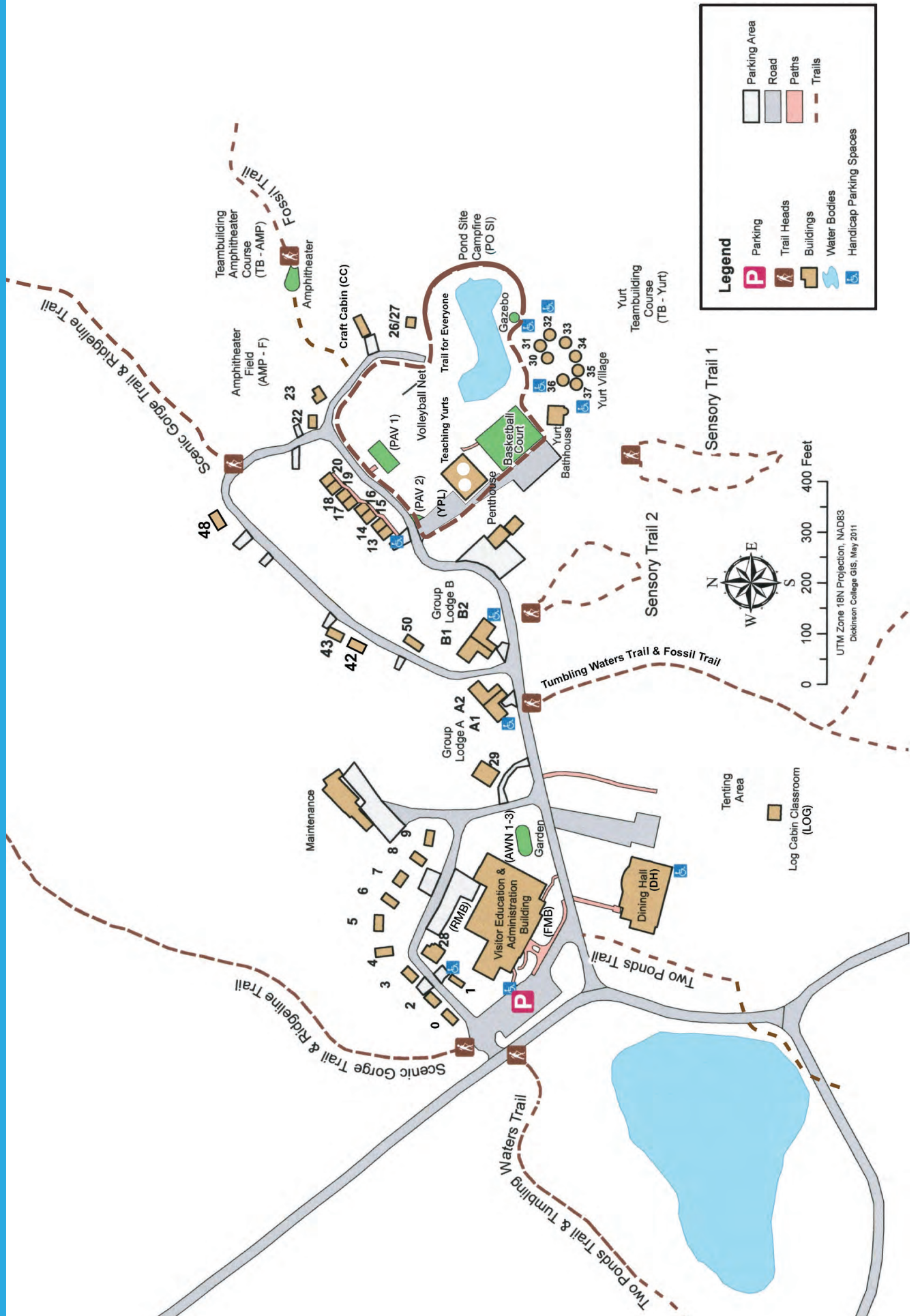
## PEEC DEPOSIT & PAYMENT INFORMATION

### Deposits:

1. A non-refundable deposit of 20% is required immediately to hold reservation. A second non-refundable 30% deposit is due 60 days after the date of the contract. If your scheduled arrival date is less than 90 days from the date of the contract, an initial deposit of 50% is required.
2. Three weeks prior to scheduled arrival, groups are required to confirm guaranteed number of participants.
3. If you pay by credit or debit card there is a 5% fee for charges over \$1000 per account.
4. Final invoice will be sent after "Amount Due" is determined at billing meeting. See your schedule for billing meeting date and time.



# MAP OF PEEC



**Legend**

- Parking Area
- Parking
- Trail Heads
- Buildings
- Water Bodies
- Handicap Parking Spaces
- Road
- Paths
- Trails
- Yurt
- Teambuilding Course (TB - Yurt)

0 100 200 300 400 Feet

UTM Zone 18N Projection, NAD83  
Dickinson College GIS, May 2011





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