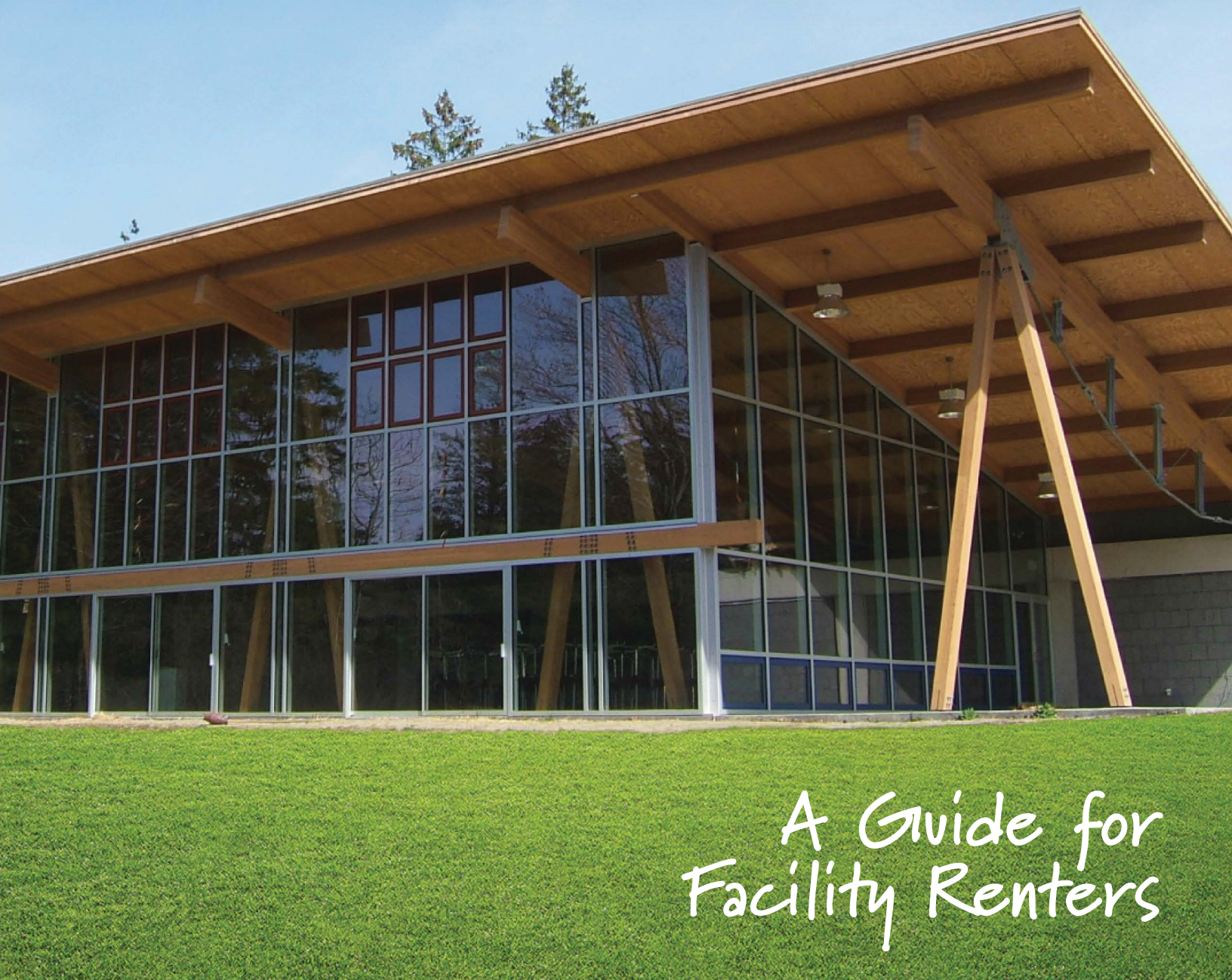


Facility Rentals

PEEC



*A Guide for
Facility Renters*



PEEC
Pocono Environmental
Education Center

Pocono Environmental Education Center
538 Emery Road, Dingmans Ferry, PA 18328
570-828-2319 | 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?

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 and meals 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 stay 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, twin-sized bunk beds, and private bathrooms. Two duplex cabins are also ADA-compliant.

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 8 guests each and four larger yurts which sleep up to 12 guests each. Four of the yurts are ADA-compliant 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.

Log Cabins

PEEC's newest cabin spaces can each hold up to 9 people. Each space has 2 bathrooms, a microwave, mini-fridge, and a porch. Electricity, heat, and a private chaperone room are also included.

**See Page 10-11 for accommodation floor plans.*

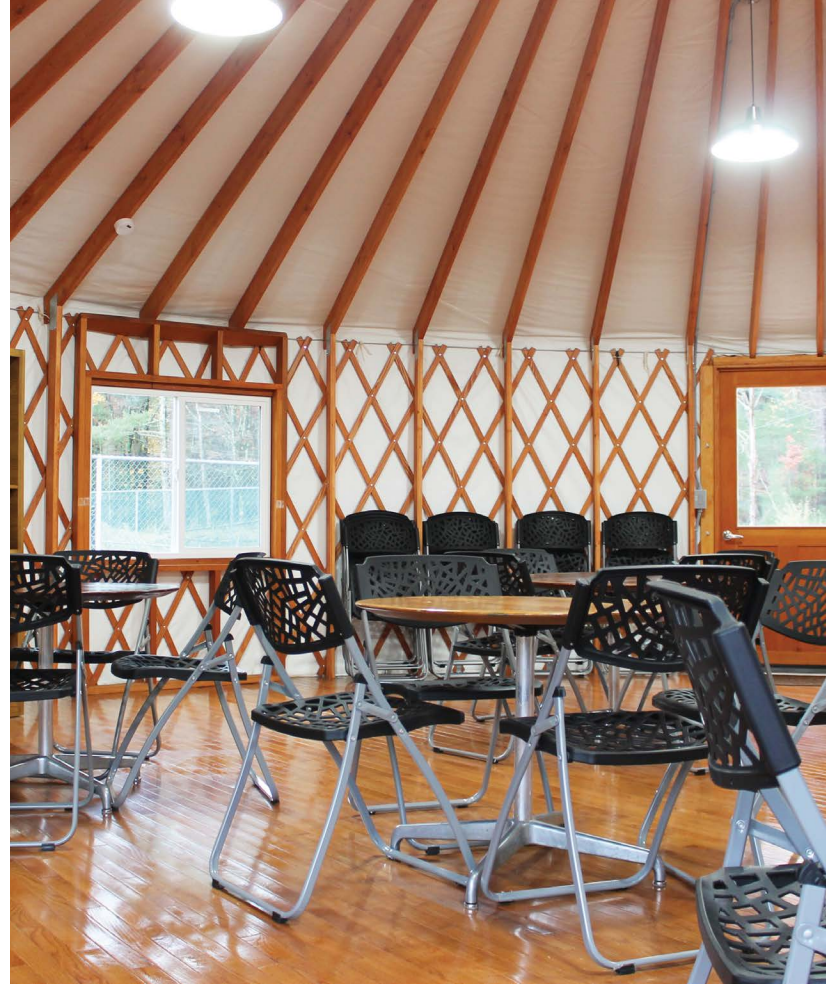


Food Service

We make great effort to accommodate special diets as well as the nine major food allergens (milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soy, and sesame). Please inform us if anyone from your group has special diets or allergies (including vegetarian and vegan diets) four weeks prior to your trip.

Dining Hall

We do not offer a certified allergen-free, kosher, or halal kitchen, but serve vegetarian options to accommodate kosher or halal requests.



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, projector screens, and dry erase boards. Projectors are available upon request. Wi-Fi is available in all major buildings and across the majority of our 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 with the 77,000 acre Delaware Water Gap National Recreation Area and is within close proximity to thousands of additional public lands including the scenic Delaware River. PEEC programs and activities take advantage of the unique opportunities afforded by our location. Depending on the season, visitors can canoe or fish (with a valid PA license) on PEEC ponds. There are two low-ropes courses, two challenge courses, two 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.

STEPS FOR SUCCESS

Use this Checklist For a Successful PEEC Experience.

_____ **6 MONTHS - 1 YEAR PRIOR TO YOUR CONFERENCE/RETREAT** – Book your event.

Contact our **Group Director (570-828-2310, x227)** to book your event and to request a contract.

After the contract has been created, signed, and returned to PEEC, **PEEC's Schedule Coordinator (570-828-2310, x240)** will contact you to plan the details of your event. Our Schedule Coordinator will be in communication with you frequently to help make arrangements for your group.

_____ **4 WEEKS PRIOR TO YOUR EVENT** – Finalize numbers and schedule. Sign and return PEEC's Code of Conduct.

Finalize Your Schedule – Your Schedule Coordinator will contact you at least 4 weeks prior to your visit to be sure your schedule is correct.

Confirm Group Numbers – PEEC requires a confirmed group number at least 4 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 Schedule Coordinator. 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 Schedule Coordinator at least 4 weeks before your trip.

_____ **1-4 WEEKS PRIOR TO YOUR TRIP** – Discuss Expectations.

Make certain that your participants know where they will sleep, what they are required to bring (ie. bedding and toiletries), and have an agenda for their stay. 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's luggage rooms.

During your Stay at PEEC, remember to...

Stay in contact with your Host. They 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 them. On-call staff members are available after the office closes. Campus-wide quiet hours begin at 10pm in accordance with National Park regulations.

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 & FACILITY RENTAL

Prices effective Sept 1, 2023

OVERNIGHT RENTAL RATES

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 are available for an 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 RATES

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 Schedule Coordinator at least 4 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. Four 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 \$1,000.00 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.

FACILITY RENTAL * FAQ

What are the meal times?

Meal times in our dining hall are as follows: 8am, 12:30pm, and 6pm. Groups are encouraged to arrive promptly at the start of meals, as service occurs during the first 30 minutes (or until all guests are served).

Can we use the dining hall as a workshop location?

The dining hall is closed between meals to ensure that our staff can properly clean the space and set-up for the next meal.

Where can we park?

We have several parking areas spread across our campus. A handful of cabins have their own parking spaces, though these are limited.

What time can we arrive and how long can we stay?

Cabin check-in is 3pm on arrival day. Earlier check-in times may potentially be accommodated on a case-by-case basis. Groups may arrive at any time prior to 3pm to set-up classrooms or make use of other PEEC facilities that have been scheduled in pre-trip planning. On departure day, belongings must be removed from your cabin by 10am. A final departure time should be scheduled during pre-trip planning.

How many people can your classroom spaces hold?

Depending on your set-up and needs, our classroom spaces can hold up to approximately 50 people each.

When will we have access to the main building?

Our main building is open from 8:30am to 4:30pm each day. Groups may schedule use of the building until 10pm if desired.

When do I need to book?

Bookings are taken on a first-come, first-served basis, and spaces are not held until an initial deposit is received. It is never too early to inquire and book. We cannot take any bookings that are one month (or less).

What security precautions are there?

Guests are able to lock their cabins during the evening and overnight hours. Guests are advised to keep all electronics and valuables at home, or within their personal vehicle. The National Park Service provides emergency services support for PEEC 24/7 in the event of emergencies.

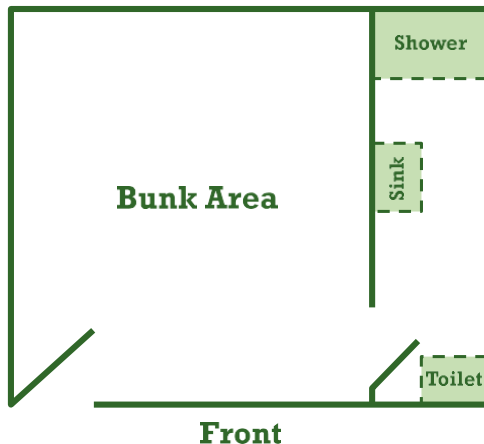
On-call staff availability

After our main office closes, PEEC has managers available for any needs that arise until the building opens the following morning. Upon arrival, guests will be provided with on call contact information.

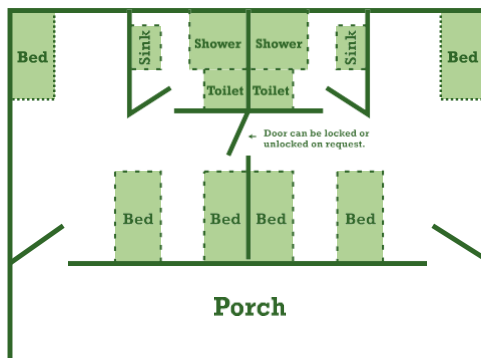
FACILITY RENTAL

Cabins 1-9

PEEC's cabins comfortably sleep 6 – 12 people on bunk beds with camp-type mattresses. The cabins have heat, electricity, and private bathroom facilities.



Cabins 13-20

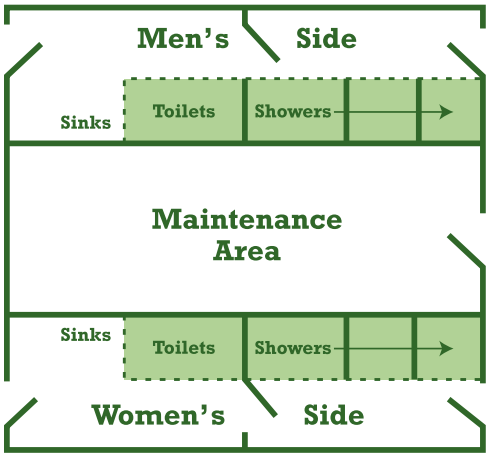


PEEC's cabins comfortably sleep 6 – 12 people on bunk beds with camp-type mattresses. The cabins have heat, electricity, and private bathroom facilities.

- Cabins are assigned to rentals at the time of booking. Client preference is taken into account, but factors such as group size and current availability will determine which spaces are assigned.
- Group leaders are responsible for assigning individuals to their respective cabins for their stay.
- Additional cabin spaces may be added after the initial contract is made but are subject to availability.
- PEEC reserves the right to change or alter your reserved cabins at any point.

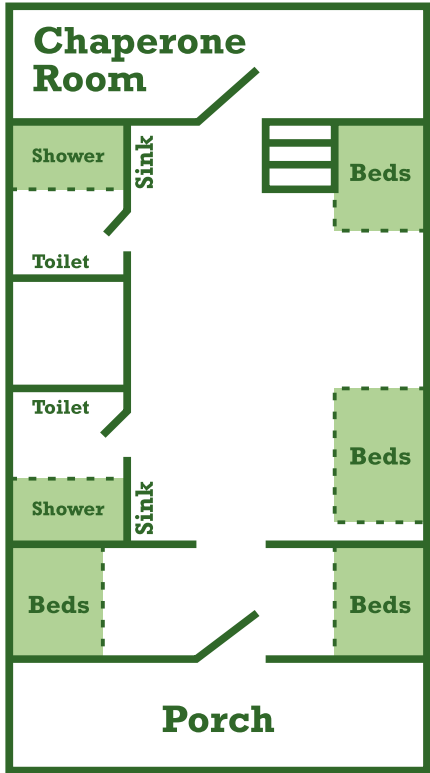
Yurts 30-37

PEEC’s yurts are circular, canvas-covered, 3-season, semi-permanent tents. PEEC has four yurts that sleep up to 8 guests each, and four larger yurts that sleep up to 12 guests each. Yurts are furnished with bunk beds, heat, electricity, and ceiling fans. A large stand-alone bathroom/shower facility is adjacent to the village.

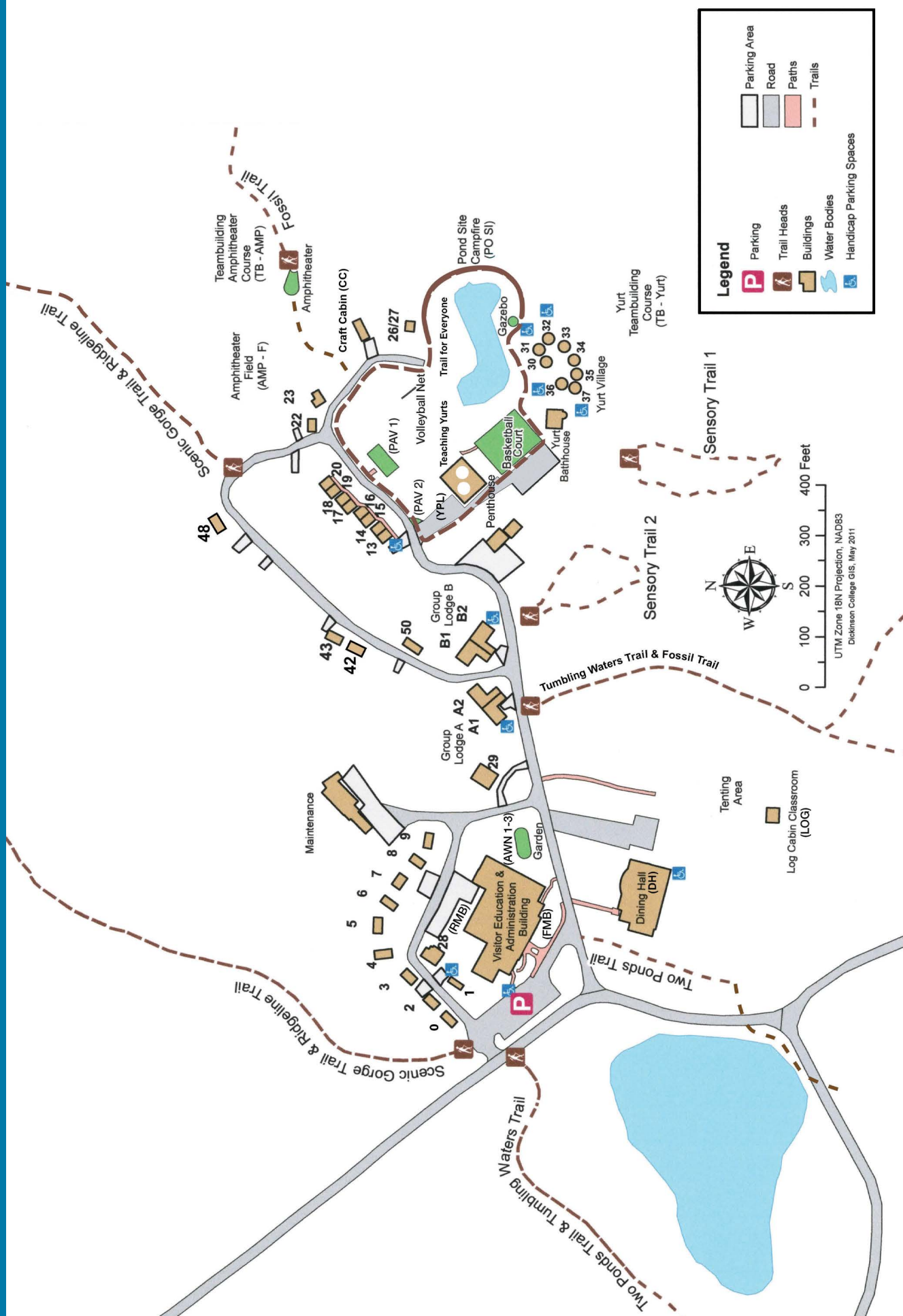


Cabins 42, 43, 48

PEEC’s newest cabin spaces can sleep up to 9 people each on 4 twin-sized bunk beds and 1 full-sized bed. Inside are 2 separate bathrooms, heat, and electricity. A mini-fridge and microwave are also available for guests.



12 | PEEC CONFERENCES & RETREATS





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