

## Little Grassy Lodge Policies and Procedures

The following are general policies and procedures that relate to individual or small group lodging in Little Grassy Lodge:

**ALCOHOL:** Please review the University policy on alcohol before your arrival:

<http://policies.siu.edu/other-policies/chapter6/alcohol.php>

**CANCELLATION:** 100% of room rate total will be charged if confirmed room is not canceled at least 48 hours prior to expected time of arrival. Standard check in time is 3:00 pm at Little Grassy Lodge. Our front desk is staffed on an as needed basis and are not on a 24 hour basis 7-days a week. We ask that you provide us with accurate arrival times to prepare for your arrival.

**CHECKOUT** time is 11:30 am.

**ENVIRONMENTAL STEWARDSHIP:** Touch of Nature is Southern Illinois University's Environmental Center, and we value protecting the environment:

- **Recycling.** We have provided recycling bins at various locations throughout our property. If you have trouble locating these bins during your stay, please ask the front desk staff. We recommend groups bring re-usable water bottles and coffee mugs to help Touch of Nature reduce waste.
- **Trail Usage.** We encourage you to enjoy our trails. Please respect other individuals or groups that may be participating in programs. Please do not harm or collect plants or wildlife.

**FIREARMS AND WEAPONS:** No weapons or firearms of any kind are allowed on Touch of Nature Environmental Center property: <http://policies.siu.edu/other-policies/chapter6/firearms.php>

**LOST OR STOLEN ITEMS:** Please avoid bringing or wearing any expensive jewelry or devices that may get lost or damaged during your stay. Touch of Nature Environmental Center is not responsible for the damage, loss or theft of any items brought on to the property.

**PETS:** Pets are not permitted in Little Grassy Lodge. In accordance with University policies, only service animals, in the company of their assisted person, are allowed in rooms.

**SMOKING:** Please be aware that Southern Illinois University and Touch of Nature Environmental Center is a Smoke Free Campus. See the full policy here:

<http://policies.siu.edu/employees-handbook/chapter9/cleanair.php>

**Please contact Little Grassy Lodge at 618-453-1122 extension 100, should you have last minute changes in your arrival time.**