



The Washington Seminar Center

Social Justice • Peacemaking • Interfaith Dialogue • Human Rights • Creation Care

INFORMATION, POLICIES & GUIDELINES

Updated December 15, 2011

- Please read all the information to help make your stay at the WSC as enjoyable and relaxing as possible.
- A copy of this document will be in your Welcome Packet.
- All group leaders and members are responsible for complying with WSC policies.
- Failure to comply with the following may limit your future access to the WSC.

POLICY #1: Seminar attendees must wear appropriate but relaxed attire.

POLICY #2: WSC furniture is not to be moved, with the exception of chairs.

POLICY #3: No posters or other items are to be put on the walls. The WSC has provided a smaller bulletin board for your use during your stay.

POLICY #4: Smoking and the use of alcohol, with the exception of wine, are prohibited on WSC/church property.

POLICY #5: If youth and leaders are separated, we will not let youth into the WSC unsupervised.

POLICY #6: When you're ready to leave, please put the keys, with the exception of one front door key, in the drop box by the door on your way out. Use the Lock Box key to lock the WSC and replace the key in the lock box. PLEASE DO NOT LEAVE THE DOORS UNLOCKED.

WHAT IS AVAILABLE AT THE WSC

1. **Kitchen supplies** — refrigerator, coffee maker (two), stove and oven, toaster, microwave, dishes (limited), silverware, cookware, dishtowels, and plastic storage containers.
2. **Cleaning supplies** — mops, brooms, sponges, paper towels, trash bags, disinfectant cleaner, and toilet paper.
3. **Other** — TV, DVD player, iron and ironing board.

WHAT TO BRING

1. **Linens** — including sleeping bags, sheets, pillows, blankets, and towels.
2. **Clothing** — if you are doing service work in D.C. you will need long pants, closed-toe shoes, and something to keep your head covered. Please don't bring tank tops or shirts with inappropriate slogans. Please remember that in addition to the health code requirements of many of the program sites, you are also representing your own organization and the WSC.
3. **Kitchen supplies** — food, napkins, and soap.

ACCESSING the WSC WHEN YOU ARRIVE

Groups often arrive at the WSC in the evening or on the weekend. WSC staff will not be present to let you in. When you arrive, you will find the key to the door of the Washington Seminar Center located on the south side of the Church in a lock box hanging on the railing leading down into the basement entry to the WSC. **The combination will be sent to you by the WSC coordinator prior to your arrival.** Please close up the box after unlocking the door. SEE the Lockbox diagram for directions on opening the lock box.

LIGHT SWITCHES

The meeting hall's light switches are on the far right wall (toward the front of the church) by the exit to the hall way and restrooms. The light switch to the bunk rooms are on the wall on the left side as you enter the room. The switch to turn off the overhead night lights is in the hall way to the bathrooms is straight ahead on the far wall.

WELCOME PACKET

You will find a Welcome Packet on the coffee table on the left as you enter with two sets of keys to the facilities. Please read the RED BOOK for information vital to your stay, including emergency information.

KEYS

Should you arrive in the evening or on weekends, WSC staff will not be present to let you in. However, you will find a key box with a combination lock on the railing going downstairs to the lodging area of the WSC. **The combination will have to be obtained from the WSC Coordinator prior to your arrival.** The key sets (up to 3 sets) are for the group leader/s and the three keys are use for:

1. One for the WSC's downstairs entrance.
2. A small key for the padlock on the metal gate in the hallway. Only to be used in emergencies.
3. One for the security closet next to the kitchen entrance. If you want to lock your valuables when not in the building, feel free to put them in the security closet. No one other than church staff has access to the Seminar Center, so your belongings are safe, but feel free to use the closet. There is a second secure cabinet for groups that are sharing the WSC.

You need keys to get into the WSC. We assume that all youth/students are with group leaders that have keys. If leaders want youth to be in the building, they will need to provide a way to do that. We cannot take responsibility for youth/students being left alone. Do not open the door to anyone you don't know.

FACILITIES MANAGER

Robert Haywood, the church custodian, arrives around 7:30 a.m. He is a great resource for any problems you may have with the facilities. Robert works until 3:30 p.m. and is off Monday and Saturday. To reach Robert during this time call 202-957-6647. For problems after these hours please call Gene Larkin whose number is (202) 543-4516.

BALANCE DUE

If you have not paid for your entire visit in advance, the final balance is due on the first day with regular business hours, i.e. Monday-Friday, 9:30 am-5:00 pm. Checks should be placed in the Drop Box by the front door.

CLEANING UP

There is a Cleaning List in your Welcome Packet.

Before you leave, please be sure to clean out the refrigerator and check for any of your belongings. The Facilities Manager will take any major amounts of food to Capitol Hill Group Ministries after you leave; minor amounts we consider "garbage" and should be thrown out.

COMMENTS/FEEDBACK for the WSC

Comments for the WSC these may be places in the box a well. Thank you for your feedback.

BATHROOMS

There are four bathrooms in the WSC - one for men, another for women, and two more for co-ed use.

WIRELESS SERVICE CONNECTION

The laptop wireless connection information is in your Welcome Packet. Look for the label.

SAFETY AND SECURITY

Always keep in a group and with an adult. If you carry a purse, it is a good idea to carry it across your body. If you carry a wallet, you might want to carry it in your front pocket, especially in crowded situations. Be street smart. If you think you may want to give a homeless person money, plan ahead by putting money in your pocket before leaving the center. Do not open your entire purse or wallet and expose all of your money while standing on the street.

PHONE CALLS

If group members need to be reached by parents or other individuals, please use personal cell phones. Only in cases of emergency should they use the church or WSC office numbers for contact.

ELECTRONIC EQUIPMENT/BOOKS/DVDs

The WSC continues to increase its resource of materials relating to social justice, peacemaking and interfaith dialogue. You are welcome to use the TV, VCR, DVD player, DVDs, and books, but we ask you to use them gently so they will be in good working order for the next group.

TRANSPORTATION

Except for getting to and from social justice service sites, which usually offer parking space, you will want to plan on walking or taking public transportation around the city. Parking in Washington can be a test of patience.

The WSC is conveniently located within walking distance of the major tourist attractions and the Metro, Washington's excellent public transportation system of subways and buses. Visit Metro's website at www.wmata.com and click on "The Ride Guide" for help in determining the best route to your destination. The WSC is close to two Metro stops: *Eastern Market* and *Capitol South* on the orange and blue lines. There is also a large Metro map in the Center.

PARKING

There are three WSC parking places on the south side of the building off of 4th Street and are clearly marked "Seminar Center". Each spot can easily accommodate a 15 seat van. SEE Parking Lot Diagram. If not conveyed when you registered, it is your responsibility to confirm parking needs to the WSC coordinator as soon as that information is known. If you need more spaces we can get a visitor parking permit from the police station so your vehicle isn't ticketed or towed. We need to go to our local police substation in person with your car tag number to get it. Please let the coordinator know if you need assistance.

BUS PARKING is available at Union Station, 50 Massachusetts Ave, NE, www.unionstationdc.com, 202-898-1950.

LUGGAGE STORAGE

Contact Robert at the beginning of your stay at the WSC if you need luggage stored.

NEIGHBORHOOD

Please be considerate of our residential neighborhood, especially the neighbors directly beside and across from the church. If you are returning from somewhere after dark, either driving or walking, please lower your voices as you enter the street or parking lot. We rely on the support of our neighbors--please help us maintain a good relationship with them!

In your Welcome Packet you will find a local map of the area. Be sure to check out the Red Binder for a list of local restaurants within walking distance of the Center and other information. There are also maps and other DC information sitting on the shelves. You are welcome to borrow any of these materials, but please return them before you leave.

GROCERIES

Roland's Market (open until 10 p.m.) is one block away on Pennsylvania Avenue in case you need a quick source of groceries or if you run out of milk, etc. The Safeway grocery store (for any major shopping) is at the corner of 14th and D Street, SE. and is open until 11 p.m. Harris Teeter (full grocery) is located at the corner of Pennsylvania and Potomac Ave (across from the Potomac Metro Station) at 1350 Potomac Ave SE and is open 7:00 am to 11:00 pm. See RED BOOK for directions.

LOCAL RESTAURANTS

Capitol Hill has numerous restaurants offering different types of cuisines. A list of restaurants with addresses and price ranges is available. See the RED BOOK in the Center.

LOUD MUSIC

There is a Jazzercise Class above you in the Church from 6:00 pm to 7:00 pm from Mon through Thurs nights with LOUD music. Please plan accordingly.

SERVICE SITE DRESS CODE

Please remember that in addition to the health code requirements of many of the program sites, you are also representing your own organization and the WSC.

1. If you ever want to take pictures of site clients, please ask them beforehand.
2. Please treat the staff and clients of every organization with respect.