

7. Thoroughly clean the kitchen and bathrooms (especially the toilets). Vacuum, sweep, and mop the floors. We do **not** have a housekeeper. It's just us.
8. Clean out the fireplace if you use it and replace the cover.
9. Clean the BBQ, especially the grate, and secure the cover.
10. Clean the stovetop and oven.
11. Turn off all lights except the security lights (these are identified)
12. If you break something, please replace it. This usually happens to the outdoor umbrella, the coffee maker, and the lamps.
13. Lock the backdoor using the deadbolt. This is usually overlooked.
14. Bag the garbage and put it in the bin at the bottom of the driveway.
15. Secure the house before leaving. Put the key back!

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### TIPS AND TRAPS

1. Any car whose wheels touch the street **will** be ticketed by the town of Long Beach.
2. The door combination is 2-1-4 (think Valentine's Day, February 14<sup>th</sup>). The interior door key is inside the host box in the drawer of the end table on the porch.
3. Vacuum cleaners are in the bedroom closets. Cleaning supplies are in the kitchen cabinets.
4. Nearest grocery store is "Al's": Right turn at the bottom of the hill. At the second stop sign (Chastelton Dr. - "To U.S. 12") turn right. The road winds around a bit and turns into Karwick Rd., and will take you to Karwick Plaza.



### Long Beach Indiana Cottage Information Pamphlet

Carmelite Cottage  
1800 Ridgemoor Drive  
Long Beach, IN 46360

Lake Shore Drive, Bus Stop 18  
Turn up the hill,  
3<sup>rd</sup> driveway on the left (the long uphill driveway)

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### View current reservations at:

[ecarmel.org/indianacottage](http://ecarmel.org/indianacottage)

### Make reservations:

Call, text, or email Glenn Snow  
(520) 631-0317 (cell)  
(630) 324-5306 (office in Darien)  
[gsnow@carmelnet.org](mailto:gsnow@carmelnet.org)

Maintenance or other issues: Daryl Moresco  
(773) 503-9850 (cell)

Emergency local caretaker: Mr. Vic Althoff  
(Vic's cellphone number is on the dining room message board  
or get it from Daryl Moresco)

## RESERVATIONS

**ALL bookings must be made with Glenn Snow either by phone, text, or email.** You can call him or check the online calendar to see the current reservations.

[ecarmel.org/indianacottage](http://ecarmel.org/indianacottage)

Reservations are needed for EVERY use of the cottage. **Please** don't assume that the cottage is available by just turning up unannounced. When making a reservation, consider beforehand whether your use will be "exclusive" (just you and your group) or will be open to other Carmelites or other groups. The online reservation calendar will mention whether a particular reservation is "exclusive" or "open".

Reservations are limited to 7 days from the day of arrival to the day of departure. Whatever "arrangements" may have been understood in the past notwithstanding, this is the current policy.

The Joliet, Darien, and Chicago communities pay an annual fee for the upkeep and maintenance of the cottage. **For anyone living outside these houses, any donations to help defray the costs would be appreciated.** *Donations should be sent to Daryl Moresco*

The cottage may be reserved by Carmelites, for large groups, friends, and co-workers. A Carmelite **MUST** accompany any group using the cottage.

**No one under 18** may use the cottage unless they are part of a **family** being hosted there. Grade school and high school groups are included in this restriction. In brief: If the kids' parents aren't there, then the kids aren't there. This is our provincial policy.

## ARRIVAL NOTES

1. Bed linens & towels are in the cupboard in the upstairs bathroom.
2. Personal items such as soap, shampoo, etc. might be in supply, but you should plan on bringing your own.
3. We keep no perishable food between visits. Plan to provide your own coffee, bread, milk, etc. It's usually helpful to see what's there before going shopping.
4. Central heat and air-conditioning work well. Controls are located on the dining room wall. The system turns off automatically (to save money) every 12 hours. When it goes off, just restart the cycle.
5. The heating system sometimes has a stale odor when it's first used. This will quickly go away, don't worry.
6. Cable TV is with Comcast. They have an office in Michigan City if you're having problems.
7. There is no WiFi or other Internet service. The telephone has also been disconnected, so you'll have to use your cell phone.

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## DEPARTURE NOTES

1. Wash all linens, towels, etc. Fold and return them to the linen cupboard upstairs. Please don't leave anything in the washing machine or dryer.
2. Clean out the refrigerator. Don't leave cooked foods or perishables in there.
3. Run the dishwasher before you leave.
4. Unplug the coffee maker and toaster for safety
5. Lock the windows, don't just close them.
6. Close the curtains in the living room and dining room, it helps with heating and cooling costs.

(more on back)