**2022 REGISTRATION APPLICATION FORM FOR PRESBYTERIAN HOUSE**

**Please print one form per room. Complete both pages. Incomplete applications will not be honored.**

(Please write legibly; it will help us record your information correctly.)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: (street, city, state, and zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have stayed at the Presbyterian House before, please indicate the most recent year \_\_\_\_\_

**CHECK AS APPROPRIATE AND SUPPLY REQUESTED INFORMATION**

\_\_\_\_Presbyterian Clergy (and spouse):Current church name & full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retired?** (List last church served with address)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fee: $750 per person ($650 for single with shared bath)**

**\_\_\_\_Presbyterian Laity/Employees:** Current church name & full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fee: $800 per person ($700 for single with shared bath)**

**\_\_\_\_\_All Others: Fee: $850 per person ($750 for single with shared bath)**

**Number of adults** (age 22+) included with this application, staying in this room: \_\_\_\_

**Number** of children staying in this room: \_\_\_\_\_ **Fee**: Age: 0-12 **free** Age 13-21: **$275 per person**

Names and birth dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred names for name tags: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Week Requested**: (one or two weeks) **Please note that all weeks are from Saturday afternoon until the following Saturday morning**.

1st choice dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week # \_\_\_\_\_\_\_\_\_\_\_

2nd choice dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week # \_\_\_\_\_\_\_\_\_\_\_

3rd choice dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week # \_\_\_\_\_\_\_\_\_\_\_

Choices for a **second week**:

1st choice date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Week #\_\_\_\_\_\_\_\_\_\_\_

2nd choice date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Week # \_\_\_\_\_\_\_\_\_\_\_.

We will attempt to accommodate your request. Applications for either one or two weeks must be paid in full at the time of application. You will receive confirmation per enclosed guidelines. Please be sure your email above is legible.

**Emergency Contact:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you plan to share a room with someone applying and paying separately, please list that person’s name:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ & SIGN:** I have **read** **and will abide by** the cancellation policy:

**Cancellations made prior to May 15th will result in a cancellation fee of $275 per person. Cancellations made after May 15th will become a donation to the Presbyterian Association of Chautauqua and you will receive a notification of the donation. Travel insurance is highly recommended.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEE ENCLOSED**

Presbyterian clergy, spouse $750 ($650 w shared bath) per person x \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_

Presbyterian laity/employees $800 ($700 w shared bath) per person x \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_
All others $850 ($750 w shared bath) per person x \_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_
Youth ages 13-21 $275 per person x \_\_\_\_\_\_ $\_\_\_\_\_\_\_\_

**Total enclosed:**

**Please return this form and the total registration fee to:**

**Presbyterian Association, P.O. Box 94, Chautauqua, N.Y. 14722**

Questions: Call 203-605-1544 or email presbyhouse21@gmail.com. Office number is 716-357-5011.

**PLEASE NOTE: We regret that we cannot accommodate special diets. We do offer a varied, balanced menu.**

**PLEASE** indicate any adaptive equipment you may be bringing (wheelchairs, walkers, scooters). Space is limited:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In an emergency, will you need special assistance: \_\_\_\_\_\_Yes \_\_\_\_\_\_ No

**REMINDER**: We don’t know what the state of the COVID virus will be in 2022, but it is likely we will still require our guests to present proof of vaccination.

**For office use only**

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_

Payment received $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week # \_\_\_\_\_\_\_\_\_\_ Room # \_\_\_\_\_\_\_\_\_\_\_\_

**PRESBYTERIAN ASSOCIATION GUIDELINES FOR REGISTRATION AND GENERAL INFORMATION**

**Guests may choose to register for one or two weeks (see form) for the 2022 season. Please note the following:**

1. Send in the completed application along with your **complete payment** when you register.
2. Cancellations made prior to May 15 will result in the cancellation fee of $275 per person. After May 15, if you must cancel, your **entire** fee will become a donation to the Presbyterian Association of Chautauqua, and you will receive notification for tax purposes. **We recommend that you purchase travel insurance to cover unexpected cancellations**.
3. If you decide to wait to register, the application is also available from our website: www.presbychq.org.

The 2022 registration fee is $850 per person which covers lodging (7 nights) and meals. (No refunds are given for missed meals or nights.) Applications will not be processed if incomplete or if the full fee is not included.

**Reduced registration fees are available** for Presbyterian clergy, spouses, and adult children 21+ staying in the same room ($750 per person), and for Presbyterian Church USA laity or church employees ($800 per person).

Children 0-12 years old who are accompanying their parents or grandparents are free. Children 13-21 at time of arrival are $275, payable at time of registration and not refundable.

A discount is offered for single rooms that share a bath.

**Fully paid applications may be submitted any time for one (or two) weeks but are accepted in the following sequence:**

* **November 1:** Presbyterian Clergy
* **December 1:** Presbyterian Laity/Employees
* **January 1:** All Others

GENERAL INFORMATION

* Bedrooms are equipped with ceiling fans and air conditioning (which is controlled through the office). Double rooms and family rooms have private baths. Single rooms may have a private bath or have a sink with shared bathroom facilities.
* **While every effort is made to provide satisfactory rooms for all guests, we cannot promise to fulfill specific room requests.**
* **Check-in time** is Saturday between 2:00 and 4:00 pm. Staff is available within that two-hour time frame to help with move in. After 4:00 pm be prepared to move yourselves into the facility. Our evening dinner will be served at 5:45 pm. Please let us know if you will be arriving late. **OFFICE NUMBER-716-357-5011**
* **Check-out** is Saturday at 9:00 am; however, we ask guests to remove their personal belongings from their rooms by 8:00 am so that housekeeping can begin to prepare for incoming guests. A short-term loading pass can be obtained at the gate so that guests can bring in their cars.
* Your stay includes the use of the common areas, porches, and patio. **Bed/bath linens and three meals a day are included in your registration fees.** Each room has an umbrella, hair dryer, and alarm clock for your use. Seat cushions and blankets may be borrowed from the storage cabinets in the living room.
* Balanced, nutritious meals are prepared daily in the kitchen. We are unable to accommodate special food preferences.
* You will need to bring personal computers, toiletries, and beach towels as well as any other useful items for your stay.
* All guests are expected to be considerate and respectful of the privacy and dignity of others.
* Parents are responsible for the safety, welfare, and behavior of their children. There are no TV’s in the house.
* Space is limited – please keep this in mind when packing and bringing any equipment (walkers, wheelchairs, eg) with you.

**SMOKING, PETS, AND ILLEGAL DRUGS AND/OR OTHER SUBSTANCE ABUSE ARE NOT PERMITTED! ABUSE OF ANY OF THESE WILL RESULT IN IMMEDIATE EVICTION**.

**CHAUTAUQUA INSTITUTION CHARGES A GATE FEE FOR ANYONE OVER THE AGE OF 12. THIS FEE IS IN ADDITON TO YOUR PRESBYTERIAN HOUSE ROOM AND BOARD FEE.** **Weekly parking** is available in the Chautauqua Institution lots located across the street from the Welcome Center. Hired limousine service is available for transportation to and from the Buffalo, Erie, and Jamestown airports.

\*\*\*\*PLEASE NOTE: Because we don’t know what the status with COVID will be next summer, all guests MUST bring proof of their COVID vaccines. Thank you for understanding.

Questions? Call 203-605-1544 or email presbyhouse21@gmail.com.