



**Welcome to Seven Circles Retreat Center  
The gateway to the Sequoias & Kings Canyon National Parks**

**Thank you for staying with us.**

Thank you for choosing us for your gathering. The items in this article are to facilitate the easy check out of Seven Circles Retreat Center. If you have any questions please ask manager or representative.

**Check Out Procedures**

Unless otherwise stated check out is 11am.  
In many cases we are preparing for the arrival of other guest.

**Guest Rooms**

1. **Bed Linens:** Please remove only used white linens from your bed to the yellow bin outside of room 5. Please only remove linens that have been slept on.
2. **Blankets:** Please leave blankets and bed covers in the guest room.
3. **Pillow Cases:** Please place used pillow cases in the yellow bin outside of room 5.
4. **Towels:** If you have towels place them in the basket outside of room 5. (out of state guest)
5. **Trash:** Please discard all trash from your guest room into the trash can outside room 5.
6. **Personal Items:** Be sure to take all your personal belongings home. Items left can be shipped to you at your expense.

**Kitchen / Lodge**

1. **Garbage:** Please empty all garbage cans and place in the shed outside next to the main parking area. Garbage bags are on top of the freezer in the pantry.
2. **Refrigerator / Freezer:** Please clear all food items. We cannot keep left overs.
3. **Dishes / Appliances:** Upon check out please wash all dishes and appliances.
4. Please clean all counters and stove top.
5. **Lodge:** Sweep and replace tables and chairs (6 tables / and chairs)

**Yurt /Activity Room / Laundry / Patio / Grounds**

1. Clean activity area. Pick up games, books, etc.
2. Please pick up items from patio area and the grounds.
3. Replace items in Yurt.

**Thank you!**

Updated August 6 2016