

# Retreat Orientation Guide



## FERRY BEACH RETREAT & CONFERENCE CENTER

A space for meaningful gatherings on the coast of southern Maine.



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# Welcome to Ferry Beach!



We are grateful that you've chosen Ferry Beach Retreat & Conference Center as your retreat weekend location!

Ferry Beach is a great place to reflect, restore, and renew, all while building community within your organization. For over 100 years, Ferry Beach has welcomed vacationers, campers, and conferees to our beautiful site on the coast of southern Maine. Our doors are open to all who seek space and time for meaningful gatherings.

We hope you enjoy your stay!

## In this Guide...

- 2** Things to Know during your Stay
- 4** Campus Amenities
- 5** Dining Hall and Meals
- 6** Stewardship
- 7** Meeting Spaces and Lodging
- 8** Emergency Contact Information
- Back cover** Summer Conferences, Membership, Giving, and Maps

A retreat at Ferry Beach is as unique as the group that enjoys it...!

# Things to Know during your Stay

Weekend retreats at Ferry Beach take place during our non-peak seasons of fall, winter, and spring. We are happy to get you set up and provide you with what you need for a successful retreat, but we will not be present every moment of your stay since our seasonal crew, campus nurse, and program staff are only here during summer conferences. Because of this, we have listed some things to know, including group responsibilities, logistics, and Ferry Beach regulations to help keep the campus and everyone in it safe. Thank you.

**Check-in and Check-out times** will be arranged with the Operations Director ahead of time and in writing. Someone—a coordinator or her/his designee—needs to check in with the Operations Director by the agreed upon check in time. This person will need to have room assignments for your group. At the conclusion of your retreat, the Operations Manager will have a walk-through with the coordinator(s) before check out. This is a time to gather any lost and found items, and make sure the campus is left in the condition it was found. It is also a time to provide feedback on your experience.

**Orientation:** We typically do not hold a formal orientation to review the policies of Ferry Beach. It is the job of the Retreat Coordinator(s) to see that everyone in your group knows about and complies with these policies. If you would like an orientation, please ask our Operations Director at least one week in advance of your retreat.

**Smoking:** Smoking is not allowed in any Ferry Beach buildings or on any Ferry Beach porches. Please do not smoke within 50 feet of doorways and windows. You must be 18 or older to smoke in the state of Maine.

**Fires:** You may build a fire in the Grove fire pit without a permit. A hose and rake are on the nearby fence. Fires must be thoroughly extinguished when you are finished by spraying the pit with water and raking it out. Fires are not allowed on the beach due to Saco ordinances.

**Open Flames:** Our buildings are old. We ask that you do not have any open flames of any kind in any Ferry Beach building. No candles, incense, lighters, chalices, etc. We have an electric chalice for indoor use.

You may use the fireplaces in the Quillen lobby and the Rose Pavilion at anytime. Firewood is located just west of Quillen and in front of the Rose Pavilion.

**Alcoholic Beverages** may be served and consumed while at Ferry Beach, but only in public areas and, as prescribed by Maine state law, never by anyone under 21.

**Pets:** Ferry Beach does not allow pets on its premises. Marked service animals are welcome.

**Lights in Quillen Lobby and DeWolfe Dining Hall:** The control panel for Quillen Lobby is on the west end of the north wall. The ceiling fan lights stay on at all times. The Quillen porch lights are on a light sensor and will automatically turn on at dusk. The dining hall light switches are by the hand washing sink at the north entrance. The dining hall porch lights are also on a sensor and turn on and off automatically.

## Things to know during your stay- continued

**GAYLA Theatre:** The Gayla Theatre in Rowland Hall is a performance space. We will provide a brief tutorial on how to use the equipment, as well as keys to access it, to either a retreat coordinator or their designee. We ask that adult guests supervise children as they use this space.

**Accessibility:** Ferry Beach's buildings and beach are accessible for wheelchairs or persons with mobility limitations. Underwood has accessible lodging and a bathroom with accessible shower. A beach wheelchair is available at Quillen.

**Code of Ethics and Anti-Harassment Policy:** Included online are FBPA policies on acceptable relations between and among adults and youth. Please review this information and use these forms as resources.

**Parental Responsibility:** Adults must supervise areas where youth congregate and sleep. Adults are responsible for their own children.

**Wheels:** Please respect our property. No recreational wheels are allowed in our buildings or on our porches. This includes bicycles, scooters, skateboards, rollerblades, etc. There are roads, pathways, and a basketball court for such activities. All roads are public—please be careful.

**Cleaning:** In addition to caring for the Dining Hall, please restore rooms and meeting spaces to how you found them. This includes restacking chairs or folding metal chairs and returning them to their racks. Remove any trash that you created. We have a dumpster enclosure for single-sort recycling, cardboard, and trash.

**Good Stewardship:** We are all caretakers of this delicate and precious seashore area. Please help us care for our environment by turning off lights when not in use, taking short showers, making sure faucets are turned off, and staying off the dunes.

**Shoes and Shirts** are required in the dining hall at all times.

**Quiet Time:** Please observe a quiet time between 11:00pm and 7:00am.

**Lost and Found:** We ask that coordinators take with them all lost and found items from their group's retreat. Please be mindful of your belongings during your retreat



# Campus Amenities

## The Grove

The Grove is for more than camping. The fire pit beckons all who come to Ferry Beach to gather around it in the crisp Maine evenings to tell stories, reconnect, play games, and create memories. The Eleanor B. Forbes Outdoor Chapel invites sacred gatherings next to our contemplative Memorial Garden. The Grove is also home to the Rose Pavilion, a three-season covered space for meeting. It has a working fireplace and comfortably seats up to 80 people. A podium and microphone make it a great presentation and/or performance space.



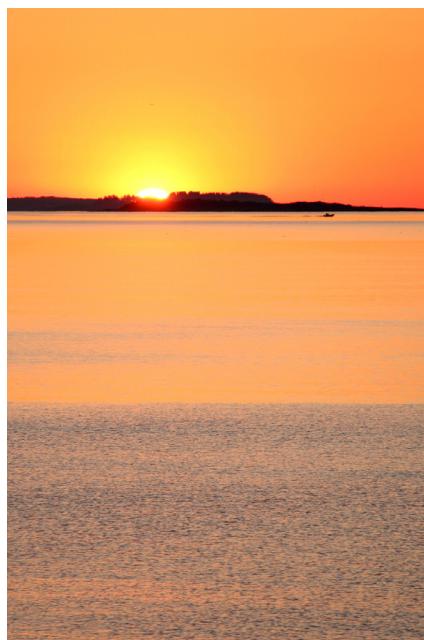
## Ferry Beach Store

No stay at Ferry Beach is complete without a visit to our store for ice cream! The store carries a variety of Ferry Beach clothing, sundries, and other memorabilia in addition to ice cream. The store accepts cash, checks, and credit cards. Hours will be scheduled with retreat coordinators and the Operations Director.



## The Beach

Ferry Beach is located at the southern tip of a 7 mile stretch of sandy beaches—the longest in Maine. Our private beachfront is open to all retreat groups. Even on a chilly Autumn morning, the ocean invites reflection and renewal. Watching the sunrise over the water is a must.



Please observe the following *Rules of the Beach*:

- Even when a lifeguard is present, children are at all times the responsibility of a parent or guardian. Parents of small children should always accompany them to the beach.
- In the event of inclement weather, the beach may be closed at the discretion of FBPA management and posted as such. FBPA asks that you respect the authority of these persons to do so. At these times, swimming on the FBPA waterfront is prohibited until otherwise posted. Ferry Beach follows the American Red Cross "Thunder Rule"—the beach will be closed for 30 minutes after the last observed lightning or thunder.
- Swimming is not permitted after dark.
- We ask that adults adopt the buddy system.
- No rough play in the water.
- Digging deep holes are prohibited; all shallow holes should be filled in by the time persons leave the beach to prevent injury.
- No fires

# Dining Hall and Meals

**Arrival night** Most groups find it difficult to coordinate a served meal on arrival night due to varied arrival times. We recommend ordering takeout, pizza, or bringing sack dinners.

**Amenities** The dining hall has a large refrigerator, sinks, a microwave, and a toaster for your use. Coffee and a variety of teas will be available. Directions will be posted for the commercial coffee maker.

**Kitchen** The kitchen is locked and inaccessible to groups; this includes the dishwasher.

**Cleaning** If you use the dining hall, please clean up after yourselves. Group responsibilities include wiping down and sanitizing surfaces, sweeping the floors, and removing trash. Cleaning products and trash liners are supplied.

**Alcohol** Ferry Beach Park Association assumes no responsibility for the storage of alcoholic beverages, though they may be stored in the dining room refrigerator.

**Meal Times** are chosen beforehand.

Breakfast: 7:30am-8:30am or 8:00am-9:00am

Lunch: 12:30pm-1:30pm

Dinner: 5:30pm-6:30pm or 6:00pm-7:00pm

All meals at Ferry Beach are served buffet style and last one hour. There will be coffee, tea, cereal, and fruit available throughout the day in the dining room.

Contact Rich O'Brien with your menu questions and concerns: [fbmeals@yourmainecaterer.com](mailto:fbmeals@yourmainecaterer.com)



## Typical Meals at Ferry Beach

### A typical breakfast:

Bacon or sausage with French toast or pancakes or scrambled eggs and homefries; assorted cereals & steel cut oats, assorted fresh fruit, dried fruits, nuts, our house granola, yogurt, hard boiled eggs, breakfast greens, bagels and/or fresh baked bread.

### A typical lunch:

Main course, Chef's choice: Pizza or calzones with various meat, vegetable, and vegan options; or warm focaccia sandwiches with various meat, vegetable, and vegan options.

Sandwich Bar: Assorted cold cuts and cheeses, hummus, chicken salad, tuna salad, with fresh baked bread or focaccia, vegetables, and condiments.

Salad bar, two homemade soups/chowders, and desserts. Soups include our delicious Maine coast clam or fish chowder, chicken noodle, vegan split pea, butternut squash apple, ginger carrot, yellow lentil curry, and chilis.

### A typical dinner:

Salad bar, pasta & sauce, two main courses (one meat, one vegetarian), vegetable, starch, and desserts.

A sampling of dishes enjoyed at Ferry Beach: oven roasted dijon chicken, Thai chicken or tofu with noodles, Greek chicken or spinach pies, roast turkey/chicken/vegetable pot pie, meat or vegetable lasagna, tandoor chicken and tofu vindaloo, hamburgers and hot dogs, and fajitas. For an additional fee, we will add baked haddock or salmon as a third entrée.

Coffee, tea, low fat milk, and soy milk are available at all meals.

### Allergy/Food Allergen Information:

Pangea Food Service and Ferry Beach Park Association make every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Guests with food allergies, and guests who are vegetarian, vegan, and/or gluten-free may contact Chef Richard O'Brien so meals may be planned accordingly: [fbmeals@yourmainecaterer.com](mailto:fbmeals@yourmainecaterer.com)



## We Love Ferry Beach Stewardship\*

- 1) Pick up after yourself and others!
  - a. Don't walk over trash! Please pick it up and throw it away.
  - b. In the dining hall, leave your table clean! Bring dirty mugs, dishes, etc. to the kitchen window.
  - c. In bathrooms, wipe up water, soap, or other messes around the sinks. (And use water sparingly!)
  - d. Bring shoes, shirts, and other misplaced items to Lost & Found in the Quillen Office.



- 2) If you spill something, clean it up!



- 3) Leave a room cleaner than you found it.



- 4) Don't put your feet up on couches or chairs.



- 5) Be courteous of others who may be reading or sitting quietly.

- 6) Walk instead of run on campus, in the Grove, and on the beach.

- 7) Wipe your feet before entering a building—let's leave the sand outside!

- 8) Brooms are available to sweep porches or walkways if you would like to help. Ask staff.



- 9) Be grateful to one another: Saying “please” and “thank you” acknowledges someone else’s effort and shows your appreciation.

- 10) Turn off lights when you leave a room.



THANK YOU for your help in making  
Ferry Beach a clean and peaceful place!

\*Stewardship = The activity or job of protecting and being responsible for something.  
Take Care of Yourself. Take Care of Each Other. Take Care of This Place.

# Meeting Spaces of Ferry Beach

**Quillen:** Dolphin Room, Dolphin Patio, lobby, porch, and Screen House (slightly west of Quillen)

**The Grove:** Rose Pavilion, Eleanor B. Forbes Chapel, Grove Circle with fire pit

**Rowland Hall:** Ziegler Room, Murray Room, North, South, GAYLA Theatre/auditorium



Quillen's Dolphin Room



Outdoor Chapel in The Grove



Rowland's Ziegler Room

## Lodging Spaces



Quillen



Rowland



Underwood

## Ferry Beach Dormitories



Camping in The Grove

### Sharing the Campus

With 32 acres, Ferry Beach Park Association will often rent to multiple retreat groups during a given time. Ferry Beach strives to achieve optimal rental utilization while hosting a comfortable number of guests who share compatible retreat goals. In such cases, dining will be communal in our dining hall. Common spaces such as the Quillen lobby, the theater in Rowland Hall, restrooms, and all outdoor facilities and areas will be used communally as well. The use of meeting spaces, Ferry Beach equipment, and selection of menu choices will be agreed to by all renting parties beforehand, in conjunction with the first come, first served philosophy practiced by Ferry Beach management.

# In Case of Emergency

## Emergency Phone Numbers

Emergency (Fire, police, ambulance): 911  
Emergency 911 call from a cell phone: 207.284.4535  
Southern Maine Medical Center (emergency): 207.283.7100  
Poison Control (Maine) 1.800.442.6305  
Coast Guard (search/rescue): 207.799.1680  
Saco Police Department (non-emergency): 207.284.7819  
Saco Fire Department (non-emergency): 207.282.3244  
Quillen Lobby Phone 207.286.9098

## For non-emergency medical attention:

Southern Maine Medical Center  
Walk-in Care Clinic, Open 7 days, 8:00am-8:00pm  
655 Main Street, Route 1, Saco  
207.294.5600

## Emergency Addresses when calling emergency services:

Main Office/Morris Cottage: 5 Morris Ave.  
DeWolfe Dining Hall: 7 Morris Ave.  
Quillen: 21 Ferry Park Ave. Building 1  
Rowland: 14 Morris Ave.  
Underwood: 21 Ferry Park Ave. Building 2 (Access from Island View Rd.)  
Claflin/Store: 22 Ferry Park Ave.  
Gardiner: 10 Ferry Park Ave. Building 1  
Nurse's Cabin: 9 Morris Ave.  
Kelley Cottage: 8 Morris Ave. Building 1  
Hopkins House: 8 Morris Ave. Building 2  
Metz Village Cabins: 8 Morris Ave. Buildings 3, 4 & 5  
Grove Garage: 96 Seaside Ave.

### Executive Director

Cathy Stackpole  
Cell phone: 207.710.1944

### Caretaker

Roger White  
Cell phone: 216.633.4486

### Maintenance Technician

Steve Carpenter  
(Call Caretaker)

### Registration & General Inquiries

Katrina Newton  
207.282.4489

## Fire Safety

Each building has fire alarms that are directly connected to the Saco Fire Department. If a smoke detector goes off, the fire department will be here in 10-12 minutes and there is no way to call them off. *If you hear the alarm, please leave immediately!*

Proceed out of and away from the building to a designated evacuation meeting area for the building you are leaving – the volleyball court is the suggested spot for the entire campus. Make sure to account for all members of your group as you await the arrival of the Saco Fire Department.

In the event of a fire alarm, our monitoring service will contact a member of the Ferry Beach staff who will respond to the scene. Upon arrival, the Saco Fire Department will inspect the building to determine the cause of the alarm. You may not enter the building in question until the responding Saco Fire Department captain (or designee) gives the all clear.

## Summer Conferences

Our summer schedule includes conferences for youth and young adults as well as families, men, women, and the LGBTQ community. Most summer conferences are week-long gatherings, featuring yoga, writing, dancing, drumming, drawing, education, communication, quilting, weaving, kayaking, and more. Enjoy outdoor worship services, talent shows, campfires, porch chats, stargazing, and, of course, beach time. Visit [www.ferrybeach.org](http://www.ferrybeach.org) for more details and our full schedule.

## Membership

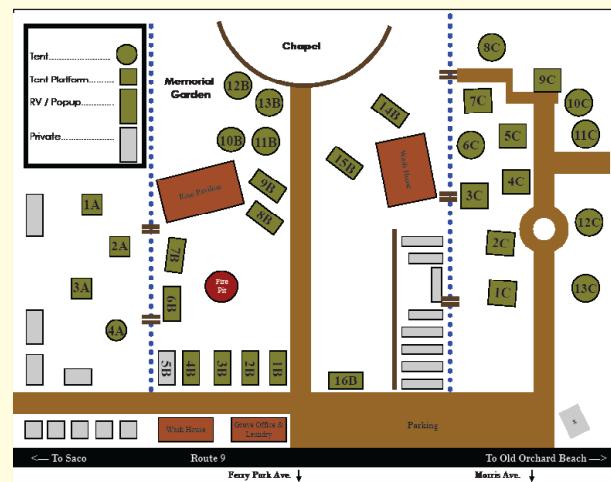
Ferry Beach appreciates its members! Membership in Ferry Beach Park Association assures that you may participate in all the wonderful activities and programs offered, including our summer conferences. In addition, as a member over 18 years of age you are entitled to vote at the Annual Meeting. As a not-for-profit membership organization, Ferry Beach relies on its members to help govern the organization by electing its Board of Directors and voting on special issues. Members are also invited to the Fall Harvest Event every November. Annual Memberships are available for \$30/individual and \$50/family. Life Members pay a minimum of \$1000 to become members for life. For more information, please visit [www.ferrybeach.org/membership](http://www.ferrybeach.org/membership)

## Giving

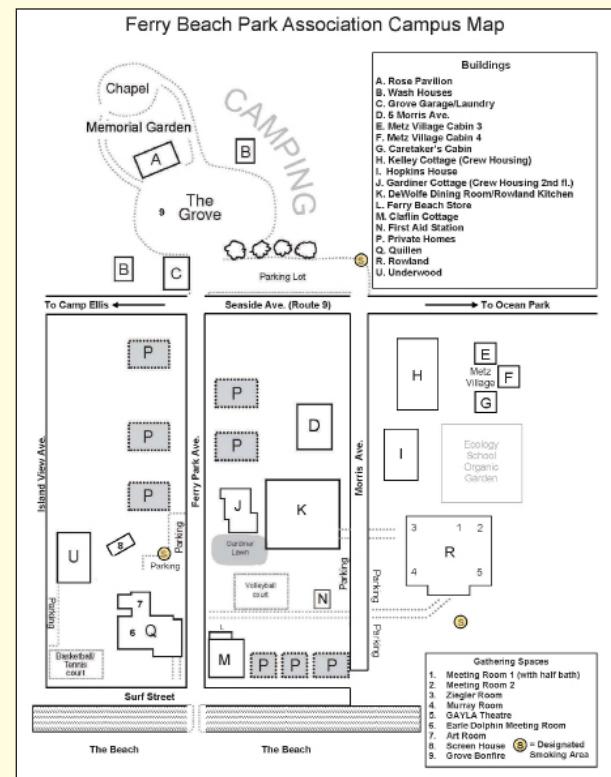
Show your love and make a gift to Ferry Beach with an annual donation or as a Sustaining Donor. When you give to Ferry Beach, you help support the maintenance of our beautiful historic campus and the growth of conferences. Sustaining Donors demonstrate their appreciation of the value, history, beauty, and loving community of Ferry Beach by supporting Ferry Beach year round, investing in the Beach for future generations by providing an ongoing gift through an automatic bank draft. For more information, please visit [www.ferrybeach.org/giving](http://www.ferrybeach.org/giving)

Thank you for supporting  
Ferry Beach!

## Ferry Beach Maps



## The Grove and Campsites



## Campus

