



Conference Participant Guidelines

Welcome to the NatureBridge at Golden Gate Conference and Retreat Center. Located just north of San Francisco in the beautiful Golden Gate National Recreation Area, we partner with the National Park Service to provide residential environmental science education for students and educators, teen leadership programs, summer day camps for kids and conference and retreat facilities. We are delighted you have made your reservation with us. This sheet provides necessary information you will need to know to prepare for your stay with us.

Program organizing:

All preparations for your groups visit are done through a lead group coordinator or organizer and our Conference Operations Manager. Please make sure your questions, special requests and needs are shared with your organizer.

Meals:

Meals are served in the dining hall at set times in a buffet style. Small groups may possibly expect an in-room lunch.

The dining hall is closed in between meal service.

We can only accommodate vegetarian, vegan and dairy-free special requests. We will need the name of any person making a request for vegan, dairy-free or other special meals (that we can accommodate). Their food will be available at the service counter. Any of the above requests must be made through your group coordinator/organizer.

Alcohol:

Each group must sign our alcohol policy. If you want to serve beer and wine in your conference room, your insurance must cover such service. No hard liquor is allowed anywhere on the campus.

Dorms:

Most groups stay in the main dorms, Heron (women) and Pelican (men).

Expect other conference groups to be sharing the main dorms with your group (adult and youth). Semi-Private rooms are an additional fee per night.

Groups that have rented the Raven room and dorm will not have other groups sharing the Raven dorm.

Bring your own bedding, towels and toiletries. You might want to bring earplugs.

Amenities such as hairdryers are not available.

The main dorms, dining hall and the outdoor campus are common areas.

We ask all our guests to be respectful of other guests also using the common areas.

Dorms are not appropriate to use as breakout meeting spaces.

Quiet hours are between the hours of 11pm and 6am. Lights out by 11:30pm.

No snacks in dorms please!

Dorms are not guaranteed to be ready until 5pm on arrival day.

Dorm check-out is by 10am on departure day.

Wireless Internet:

Is available in all of our buildings.

Is free for our guests.

Limited copying and printing available, fees will apply.



Telephone:

Cell phone service is not reliable in the Park.

Each conference room has its own phone number.

Long distance is not provided; bring a phone card with you if your group needs to make long distance calls.

Guests onsite can be reached through the phone numbers listed below. Phones in conference rooms do not have a message service (you may bring your own answering machine).

Sunset Building: (415) 289-0961

Raven Building: (415) 289-0632

Coast Room: (415) 289-0436

Kestrel Room: (415) 289-0351

Cypress Room: (415) 289-0760

Owls Roost Lounge: (415) 331-7014

During business hours (Monday – Friday, 8:30am – 5pm) our Administration office is open:
(415) 332-5771

During non-business hours for urgent messages a Conference Host can be reached on the Host Pager: (415) 451-3695

On site staff support:

Your Host will greet you upon arrival in your main conference room.

Expect a five minute orientation from the Host for your entire group within 30 minutes of your main group's arrival.

At least one Conference Host will be on campus during your retreat until about 8pm.

The Host can be reached during the day by radio from your conference room. At night, they can be reached by pager for needs that cannot wait until morning.

Please keep to your pre-arranged scheduled arrival and departure times. This includes your set-up and clean-up of your materials by the group contact or facilitator.

Safety:

Emergency Response Pager: (415) 721- 6540

Emergency Dispatch: 911

Participants are responsible for their own risk management at all times.

Your group is expected to follow all National Park rules.

No smoking allowed on campus.

Open flames, candles and incense are not permitted, unless for spiritual purposes with advanced written permission from the Conference Operation Manager.

Be sure to come prepared for all kinds of weather. Clothing layers are best.

Additional details that will help you prepare:

Pets are not allowed in buildings (except for official service companions).

Additional fees will accrue in the case of damage to our property or if deep cleaning is required.

Most NatureBridge at Golden Gate buildings are handicap accessible, except for the 2nd floor of Sunset and the 2nd floor Raven.

The Park Service does not allow posted signs alongside the roads leading to our campus.

Driving directions are on our website, at naturebridge.org

There are kiosks near our campus parking lots with maps of our campus for guests.



Packing list:

Dress in layers because on the coast it can be cold, foggy, windy, raining or warm with sunshine. The weather can change quickly. T-shirts, fleece, warm jacket, windbreaker, raincoat, pants (shorts nor suggested)
Water bottle, sunscreen, warm hat, shade hat, sunglasses
Good shoes for walking/hiking
Flashlight or headlamp
Twin fitted sheet, pillow, blanket or sleeping bag*
Towel, toiletries, flip flops*
Earplugs, PJ's, slippers, alarm clock*
Quarters & laundry soap*
If bringing snacks, please store snacks in your car, conference meeting room, or ask for refrigerator space on-site (no snacks in dorms)
If spending the night

Scholarship Fund:

Two dollars per person per package are donated to our scholarship diversity fund. Scholarships are awarded to: schools attending our field science program, teachers attending our teacher training programs and teens attending our youth environmental leadership programs.

Donations:

Individual donations are greatly appreciated and needed. You will find donation envelopes in your conference room.