



## LONG LAKE CONSERVATION CENTER PLANNER FOR RETREATS AND MEETINGS

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Greetings from Long Lake Conservation Center! We're glad you've decided to be our guests. Please read this Planner and return the attached forms to make your time with us as smooth and comfortable as possible.

This page outlines the policies and procedures of LLCC. Attached are Lodge floorplans, menu lists, and a planning form for you to complete. Please return the planning form at least two weeks prior to your scheduled visit.

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### BACKGROUND OF LLCC

Long Lake Conservation Center is a residential environmental learning center. Founded in 1963, it was the first of its kind in Minnesota. During the school year, we host more than 6,000 school children from all across the North Star State. The "Long Lake Experience" typically involves a 3-day stay on LLCC's 760-acre campus. In the summer, LLCC is home to youth leadership programs.

LLCC's mission is to promote wise use of natural resources and foster proper conservation citizenship by making students aware of the interdependence of humans and the environment.

### WHILE YOU ARE AT LONG LAKE

Visiting groups have access to a reach-in cooler and microwave in the Dining Hall, as well as a small cooler and microwave in the North Star Lodge staff lounge. Coffee, tea, hot water, and ice water are always available in the Dining Hall. If you wish to provide your own snacks or a pot luck meal, we will provide plates, glasses, and flatware. Please talk with a staff member to make arrangements.

If guests have forgotten necessary items such as soap, shampoo, towels, or pillows, we have some available for loan. Ask a staff member.

### SMOKING

All buildings on Long Lake's campus are smoke-free. Ash trays will be available in designated areas outside the Dining Hall and North Star Lodge. Dispose of cigarette butts in the ash trays only, please.

### GIFT SHOP

LLCC has a small gift shop known as the "Canteen." We sell a small selection of candy, snacks, and bottled water, as well as t-shirts and assorted souvenirs, by appointment. Soda and other beverages are not available for purchase.

### TELEPHONES

LLCC's telephone number is (218) 768-4653. Incoming calls will be answered at all times during your stay. Non-emergency calls to leave messages for guests should be made during office hours only, 8 a.m. to 5 p.m. Please be sure all group members have their name by the appropriate room number on the sign-in sheet in the lobby. This ensures guests can be located in case of an after-hours emergency.

Outgoing calls can be made collect or with a calling card from telephones in the dining hall or Lodge staff lounge. A coin-operated phone is not available.

### RECYCLING AND TRASH

As an environmental learning center, LLCC encourages the reduction of trash whenever possible. Recycling bins are provided in the Dining Hall and the North Star Lodge. In addition, we ask that guests please consider resource use while on our campus. Turning off lights, minimizing water waste, and reducing trash are simple ways to do this.

### MEALS

Long Lake serves meals buffet-style or family-style, based on your preference and size of the group. You may indicate menu choice and preferred meal time on your planning form.