



# Lodge Reference

Welcome to the *Mt. Laurel Skiers Lodge of Connecticut at Jewell Brook* in Ludlow, Vermont. This club owned lodge is a precious asset of Mountain Laurel Ski Club. Built in 1850 and expanded in 1983 the building previously known as Jewell Brook Inn was purchased and lovingly rehabilitated by talented club members in 2013 for the enjoyment of Club Members. Its convenient location on the shuttle route on Rte100 S one mile from the base of [Okemo Mountain Resort](#) has made it an attractive and popular membership benefit. With club membership, individuals, couples and families with children 5 years or older are offered access to the 36 bed lodge. There are rooms of different configurations to choose from, a large kitchen, cozy gathering rooms including a parlor and dining room. The beds in the main lodge are available for nightly rental by club members' and their guests. Also available are two apartments for seasonal rental.

Members of Mountain Laurel are all owners of the Club lodge and are expected to regard their Vermont lodge as their "home away from home". It's location in the heart of the Green Mountains makes it the perfect venue for club activities and lodge events throughout the four seasons.

As lodge owners, members are expected to participate in the upkeep, cleanliness, maintenance and improvement of the lodge facility so that the club is able to continue offering affordable prices. As one can imagine, winter is the busiest season for bookings, however, spring, summer and fall bring group rentals by members, retreats away from the city and scheduled club events like hiking, sports, and golf weekends. Members are able to book and pay for reservations via an online reservation system.

With membership in Mountain Laurel Skiers affordable options abound for having fun at the club lodge in Vermont year round. You are welcome to continue browsing for further information about this valued membership benefit.



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## Lodge Location

### Lodge Address

82 Andover Street, Ludlow VT 05149

### Phone

802-975-0359

### Directions

Route 91 north to VT exit 6. Left at the end of ramp onto Rte 103. Stay on this into Chester – watch for Right turn to stay on Rte 103. Continue to follow into Ludlow. Just after set of lights in center of town, turn left onto Andover Street (Rte 100 south). The lodge is 5 tenth of a mile on the left just after a slight turn on the road.

## Contact Information

*For Lodge Information only:* send an email to [mtllodgeinfo@mtlski.com](mailto:mtllodgeinfo@mtlski.com) for information.

*For Lodge Reservations:* All bookings are made using the [ONLINE BOOKING FORM](#) on the Lodge Reservation website.

If you have difficulty with the automated booking system you may contact the Reservations Coordinator by email at [lodgereservations@mtlski.com](mailto:lodgereservations@mtlski.com) or phone the Booking Officer at 860-533-1981 (Please - No calls after 9 pm).

Reservations can be sent via email at [lodgereservations@mtlski.com](mailto:lodgereservations@mtlski.com). (NOTE: The alternative method to make reservations via email is still available.)

*Additional Lodge Events:* The club is always looking for people to chair events. Contact Moe Gaherty at [mgaherty@sbcglobal.net](mailto:mgaherty@sbcglobal.net) with details on any event (new or old) including dates.

*Lodge Apartments and Entire Lodge Rentals:* Both Lodge Apartments and the Entire Lodge can be rented. Send inquiries to [mtllodgeinfo@mtlski.com](mailto:mtllodgeinfo@mtlski.com)

## First Visit to the Lodge

### What To Bring

1. Bring twin sized bed linens & pillow case or sleeping bag. Pillows are provided.
2. Personal toiletries. Consider earplugs if you are a light sleeper.
3. Sleeping attire/loungewear that is suitable to a co-ed environment.
4. Slippers or comfortable shoes that will not be worn outside the Lodge.
5. Food:
  - a. A continental breakfast will be provided on Saturday and Sunday only. Coffee only is available for midweek, all other breakfast items to be supplied by members (milk/cream, butter etc)
  - b. You are responsible for your own lunches and on most weekends your dinner. Many members go out for dinner, however some members may opt to pool resources and have an informal community dinner. Members are welcome to bring and prepare their own food using the kitchen facilities. **Please remember that you are expected to wash, dry & put away any cooking utensils and clean up the kitchen.(microwave/stove/ovens)**

### On Your Arrival

1. Pull up near the ramp to the porch to unload your luggage. After unloading, park in the designated area(s) to the south of the lodge. Members staying in rooms on the second or third floor of the lodge **MUST ENTER VIA THE DOOR ON THE NORTH SIDE OF THE FRONT PORCH, please bring in all luggage through that door. Do not bring luggage through the dining room or parlor rooms or the main front door of the lodge.**
  - a. If you are staying in suite # 13 or 14, you may pull your car around to the north side of the lodge to both unload and park.
  - b. All skis must be left in your vehicle; skis are not allowed in the Lodge or suites.
2. Room assignments will be posted on a bulletin board on the wall between the lounge and dining room. **REVIEW & INITIAL YOUR ASSIGNED ROOM**
  - a. If you are staying in a suite, your room key will be on the rack near the room assignment list. **NOTE** that suite keys must be left in the main lodge when you are not on the Lodge property.
3. You may store food in the refrigerator marked MEMBERS in the kitchen. Coolers after being emptied, are to be stored in your room, on the back deck or your car, they cannot be left in the kitchen.
  - a. Be sure to put your name and date on items left in this refrigerator. Unlabeled and undated items will be tossed out.
4. You may store beverages in the refrigerator in the bar area. Put your name on all items.

## Lodge Etiquette

1. There is absolutely NO SMOKING in or on Lodge property, this includes the house, garage, parking lots or porches. Anyone found smoking anywhere in the house, garage or porch will be asked to leave immediately!
2. All members and guests using the lodge are expected to clean up after yourselves. Please be considerate of others and wipe down bathroom sinks and counters. You must wash any dishes and utensils you use and put them away.
3. Running the lodge is expensive! Please be attentive to turning off lights, TV, stereo etc. when not needed. Please do not leave doors and windows open during heating season – we want to keep the Lodge warm, not the outside! Please think of the Lodge as your home away from home and help your Club family take care of it.
4. On weekdays & weekends when no innkeeper is on premises ALL MEMBERS are asked to clean up & maintain the lodge with supplies as indicated on the Innkeeper Responsibilities pages. Toilet paper & paper towels resupplied to all bathrooms as needed, kitchen clean and all dishes put away before leaving the lodge. Empty all trash & recycles to the correct dumpsters.

## House Rules

1. **ALL PERSONS ENTER THE LODGE AT THEIR OWN RISK, AND Mt. Laurel Skiers Lodge ACCEPTS NO RESPONSIBILITY FOR PERSONAL INJURY, LOSS OR THEFT OF PROPERTY.**
2. **NO SMOKING is allowed on the Lodge Property or in any part of the Lodge.**
3. **NO** pets allowed.
4. Ski boots are not to be worn in any areas of the lodge or suites.
5. **NO** outside boots or outside shoes are to be worn anywhere in the lodge.
6. Hallways and Fire Escapes must be kept clear at all times.  
**NO Luggage (including boot bags) are to be left in any hallway, dining area or main floor of the lodge.**
7. Minimum drinking age of the State of Vermont is 21 years old and will be applied to the consumption of alcoholic beverages on the premises.
8. Children (5-20 yrs of age) are required to be under the supervision of an adult, parent or guardian at all times while staying in the lodge.
9. Members and guests will be responsible for any damage to the lodge; its contents and property. The Club will not be responsible for loss or damage to the property of any member or guest, including automobiles and their contents.
10. The telephone is for lodge use. Local calls only.
11. **All** members & guests staying at the lodge are expected to share a proportionate amount of the work resulting from the normal operation of the lodge, such as cleaning up the kitchen, emptying trash/recycled containers, vacuum/sweeping if necessary.

12. All cans & bottles, including deposits are to be put in our RECYCLE bins or dumpster next to the garage, or take home.
13. NO Personal belongings are allowed to be stored at the Lodge. The basement is not accessible for storage.
14. The basement door on the first floor must remain locked. The Lodge Manager and Innkeeper will have access if needed for an emergency.
15. If you have Lodge reservations and your plans change regarding your planned arrival date, please call the Lodge (802-975-0359) so that the Innkeeper will know not to expect you. Any changes/cancellations to your reservation must be made on the reservation system.
16. Members staying in rooms on the second or third floor of the lodge MUST ENTER VIA THE DOOR ON THE NORTH SIDE OF THE FRONT PORCH, please bring in all luggage through that door. Do not bring luggage through the dining room or parlor rooms or the main front door of the lodge.
17. If you become ill immediately prior to a planned trip to the Lodge, please do not risk other members and guests health by going. Please cancel your reservation through our system and then contact the Lodge Reservationists to discuss moving your reservations.
18. Members staying in rooms on the second or third floor of the lodge MUST ENTER VIA THE DOOR ON THE NORTH SIDE OF THE FRONT PORCH, please bring in all luggage through that door. Do not bring luggage through the dining room or parlor rooms or the main front door of the lodge.
19. Key pad locks are available on the following doors: A) North side of front porch, B) South side porch.  
**The current code for use on all keypads will be included in your reservation confirmation.**
20. The main front door is for handicapped access only and should remain closed & locked at all times.

## General Information

### Arrival at the Lodge

1. Check for Room & Bed assignment on the Bed Assignment list posted on bulletin board opposite the end of the bar.
2. All members and guests must confirm your arrival by adding your initials next to your name on the list.
3. **Reservations must be made via our on line reservation system prior to any stay at the lodge.** If your name is not on the list, clearly PRINT your name in the correct bed location for all nights of your stay, only after confirming reservation on line.

### Parking & Unloading Luggage

1. Cars must be parked in the designated parking areas to the South of the Lodge.
2. People staying in Suite #11 and 12 should park in the designated general parking area. For Suites #13 & 14 parking can be on the same side of the building as the suites - North side. **DO NOT PARK NEXT TO BUILDING DUE TO RISK OF FALLING ICE**
3. Skis and poles must be stored in your car; they are not to be kept in the Main Lodge or the Suite Rooms.

### Entertainment Area

1. On a normal weekend, all parties must be toned down after 1:00 AM and can be broken up by the Lodge Innkeeper if excessive noise continues.
2. All children (ages 5 – 20) are to be out of the lounge entertainment area by 8pm, weeknights & weekends.
3. The TV in the lounge gathering area will be turned off when an event is being held.

### Kitchen

1. Members and guests will have kitchen privileges and are responsible for clean up after use. No dishes are to be left in the sink or drainers, wash, dry and put away in appropriate cabinet, wipe down all counters, stoves & microwave.
2. All trash & recycles need to be emptied when full.
3. One refrigerator is designated for use by members and guests currently staying at the Lodge. **All food brought for your stay must be removed from the refrigerator when you leave.** Please label and date all items with your name. Only food should be stored in this refrigerator.
4. The Innkeepers Refrigerator is to be used for Lodge food only.
5. A refrigerator for use to store beverages is available in the lounge area.



## Bedroom & Suites

1. Keys for the Suites must be left on the key rack in the main lodge when occupants are not on the property.
2. Members and guest must provide their own linen and blankets or sleeping bags. Pillows are provided.
3. Proper bedroom attire is required.
4. Use of all suites requires an advance reservation.

## Weekends

1. An Innkeeper will be assigned for most weekends when 6 or more members are staying.
2. If there is no innkeeper each member is expected to clean up and leave the lodge as they find it on arrival.
3. In any case where the Lodge Innkeeper is required to interpret house rules, his/her decision is final and binding until or unless reviewed by the Board of Directors.

## Midweek

1. Mid-week members and guests must provide their own food, including milk/cream, butter. Coffee is available.
2. Mid-week members and guests are to clean up after themselves and leave the lodge clean and neat when they depart, no dishes are to be left in the kitchen sink. The kitchen should be clean, including the microwave, stoves & refrigerator. The trash & recycle bins are to be emptied prior to leaving.
3. All beds need to be cleared of personal belongings on Friday mornings prior to leaving to ski. Weekends begin at 2pm on Friday.

## Guest Policy

1. A member must be present when any guests stay at the lodge and will be responsible for their conduct.
2. Children ages 5 – 20 must be supervised at all times, never left in the lodge alone, even if other members are present.

## Pricing Details

Please go to the Club's Website at [www.mtlski.com](http://www.mtlski.com) and click on the Lodge menu to view additional information about the Lodge including pricing.

Members can also log into the Lodge Reservation System at <https://mtlski.cbdweb.net/memberlogin.php> to see pricing details.

## Booking Information

### Booking Options

All bookings are made using the [ONLINE BOOKING FORM](#) on the Lodge Reservation website. If you have difficulty with the automated booking system you may contact the Reservations Coordinator by email at [lodgereservations@mtlski.com](mailto:lodgereservations@mtlski.com) or phone the Booking Officer at 860-533-1981 (Please - No calls after 9 pm).

### Payment

- We accept: Check, Visa, MasterCard .
- Be sure to include the Booking ID (Found in the transaction description details) for credit card payments
- Make Check payable to: Mt. Laurel Skiers Lodge Important: When paying by check please write the booking ID number(s) either on your check or include a note with this information.
- MTL Skiers Lodge Payment Postal Address: 70 Coughlin Road Manchester CT 06040

### Booking Periods

- Reservations will be opened for future time periods as determined by the Lodge Committee
- Weekends are from 2 pm Friday to Noon Sunday; weekends are booked as a 2 night stay.
- Reservations for a just a Friday or Saturday night only are only available by contacting a Lodge Reservationist.
- Midweek bookings are for Sunday through Thursday nights.

## Cancellations

### Cancellation Policy

Mt. Laurel Skiers Lodge takes no responsibility for any occurrence which prevents anyone from taking up the accommodation booked. In order to receive a refund, notice of all cancellations must be made online in the Reservation System OR in writing to the Booking Officer. Refunds are issued according to this cancellation policy. In the case of extraordinary circumstances, please contact the Lodge Reservationist via email.

**Weekends** - Must be cancelled no later than **10 days prior to the Friday date** in order to receive a full refund

**Mid-week** - Must be made at least **1 day prior to reservation start date** in order to be eligible for a full refund

## Voucher Policy

1. Vouchers are for use only by MTL Members; they may not be used for guest reservations.
2. The MTL Lodge Committee will make a recommendation for Voucher prices annually to the MTL Board of Directors.
  - a. Once determined, the annual prices will be posted on the Lodge website.
3. Vouchers will be valid for a period of 12 months – December 1 thru November 30 on an annual basis.
  - a. The Lodge Committee may adjust the effective dates as needed based on the calendar for each year.
4. Vouchers are non-transferable.
5. Vouchers are non-refundable.
  - a. A member may petition in writing to the MTL Board of Directors for rollover of vouchers if extenuating circumstances exist.
6. Voucher sales periods will be determined by the Lodge Committee.
7. The proceeds of voucher sales will be put into the MTL Lodge operating account.
8. Tracking the use of vouchers by members will be the responsibility of the Reservation Committee.
9. Voucher types available are as follows:

## Weekend Vouchers

1. Weekend vouchers are valid for 1 adult member for a weekend (Friday & Saturday).
2. May also be used for 2 consecutive mid-week nights.
3. Vouchers may be used for both Main Lodge beds and Lodge Suites.
  - a. Additional Suite Fees may apply that are not payable with vouchers.
4. The Lodge Committee may designate other times when weekend vouchers are authorized for use.
5. Discount pricing is available when 6 or more vouchers are purchased at the same time.

## Midweek Vouchers

1. Mid-week vouchers are valid for a single mid-week night (Sunday – Thursday).
2. May not be used as partial payment for weekend reservations.
3. Discount pricing is available when 8 or more vouchers are purchased at the same time.

## Innkeeper Weekend Responsibilities

### General Information

1. Security system is fire alarm only. If horns and lights go off fire department responds:
  - a. If it chirps it's ok to silence on the Alarm Panel inside west entrance door (nearest Rt. 100 Handicap Entrance).
  - b. Keys for Alarm Panel and Pull boxes are on the Key Board.
2. Keys – Other near the Bulletin Board.
  - a. Suite keys - Keys are to be left there when occupants are not on lodge property. There are 2 keys per suite. Verify that they are there if suites are vacant.
  - b. Garage, Basements.
3. First aid kit on the shelf in the 1<sup>st</sup> floor bathroom.
4. AED Unit is hanging on the wall in the dining room.
5. There will be a maintenance request log in the binder of Lodge Information for action requests if immediate attention is required contact those on the Emergency list.
6. Lodge Innkeeper supplies (paper products) are located in the 1<sup>st</sup> floor bathroom. Restock the 1<sup>st</sup> floor bathroom from the cellar stock & update the inventory.
7. **Walk-ins are required to make a reservation on line** with their phone, laptop, computer, or tablet **before claiming a bunk.**
8. The Innkeeper has the ultimate responsibility to resolve any issues as they arise.
9. All members are to follow the rules regarding use of the lodge.

### Prior to Weekend

1. Purchase necessary food and supplies.
2. A list of items to be purchased will be forwarded to you via email by Moe Gaherty.

### Upon Your Arrival

1. Store perishable items in the Club refrigerator. This frig is reserved strictly for lodge staples.
2. Check both refrigerators - **If you see anything "growing" in either frig, throw it out!!!**
3. Post the bed assignment sheet on the bulletin board between the lounge area and dining room.
  - a. The list is normally sent to printer in cabinet behind the bar no later than Friday afternoon.
  - b. If there is not a bed list posted, Arrivals must check the online bed list before claiming a bunk.
4. Make sure that there are several rolls of toilet paper, paper towels, hand sanitizer and liquid hand soap in each bathroom. (Refill if needed)
5. Greet guests as they arrive.
  - a. If it is their first visit to the lodge show them around and help them to feel at home.
6. Turn ON Master switch for coffeemaker.

7. If there's snow or ice on entry steps, sweep or shovel them and add some sand & salt. The plow contractor normally handles this but he doesn't come in if there is less than 2 inches of snow.
8. Warn those in the North side motel rooms to park far enough away from deck to be clear of roof avalanches.
9. Check Outside Mailbox and deal with Mail appropriately.

#### Evenings

1. Assure that fireplace is turned off every night. Instructions are on the remote. Insure TV's are off and lights turned off and all 5 exterior doors are locked.

#### Saturday Mornings

1. Set up for breakfast. Generally, for most "ski" weekends, breakfast should be available from 6AM to 9AM.
2. Put out cereal, muffins, breads, juice, milk, fruit, jelly, butter, etc.
3. You can setup the non-perishable food the night before if desired.
4. Make coffee. Detailed instructions are posted inside the upper cabinet door.
5. Before leaving in the morning, put food away and make sure that the kitchen is picked up.
6. If you are leaving early, arrange to have someone else put food away.

#### Sunday Mornings

1. Repeat all breakfast activities as outlined above.

#### Before You Leave the Lodge for Home

The inn-keeper is responsible for the overall condition of the lodge at the end of the weekend, and is expected to complete all of the tasks before leaving the lodge. If you must leave early, you should find someone to assume your responsibilities.

#### First Floor Main Lodge Suites

1. Verify All Windows are closed and locked.
2. Thermostat in each suite set to 60 degrees during Winter season & OFF during Summer season.
3. Empty garbage cans.

#### Kitchen

1. Clean up kitchen (no dishes left in sink or dish rack).
2. Complete an inventory of food staples (inventory sheets are on bulletin board).
  - a. You will need to email list to Moe Gaherty at [mgaherty@sbcglobal.net](mailto:mgaherty@sbcglobal.net); it is due to her on Monday.

- b. Dishtowels can be left in the container in the kitchen for the cleaning lady.
- c. At the end of the weekend: Leftovers that haven't been offered to participants that are not needed should be disposed of prior to leaving.
- d. **Make sure ALL STOVE BURNERS are TURNED OFF!!**
- e. **Empty the RECYCLE bin into the marked Dumpster next to the garage.**  
No plastic bags or garbage bags are to be put in the recycle dumpster, only **CLEAN** bottles, cans, plastics, metals & cardboard are to be recycled.
- f. **All Trash** to be put out in the appropriate dumpster next to the garage.

#### Living Room & Parlor (Front Rooms)

- 1. Pick up both rooms of any clutter.
- 2. Thermostat in the parlor: Set @ **60 degrees** during the winter season & OFF during Summer.
- 3. Vacuum as needed - especially if the house has been "well fed"; there are vacuum cleaners on each floor. (1<sup>st</sup> floor vacuum in ADA room)
- 4. Verify All Windows are closed & locked.

#### Lounge & Dining Area

- 1. **Empty RECYCLE container in the bar area to the RECYCLE dumpster next to the garage.**
- 2. Pick up both rooms of any clutter.
- 3. Wipe down tables in dining room and the bar counter.
- 4. Verify All Windows are closed & locked.
- 5. Fireplace is TURNED OFF (Instructions on back of remote control).
- 6. Coffeemaker Master switch turned OFF.
- 7. Thermostats by the lounge bulletin board at **60 degrees** during the winter season & OFF during Summer.

#### Second & Third Floor

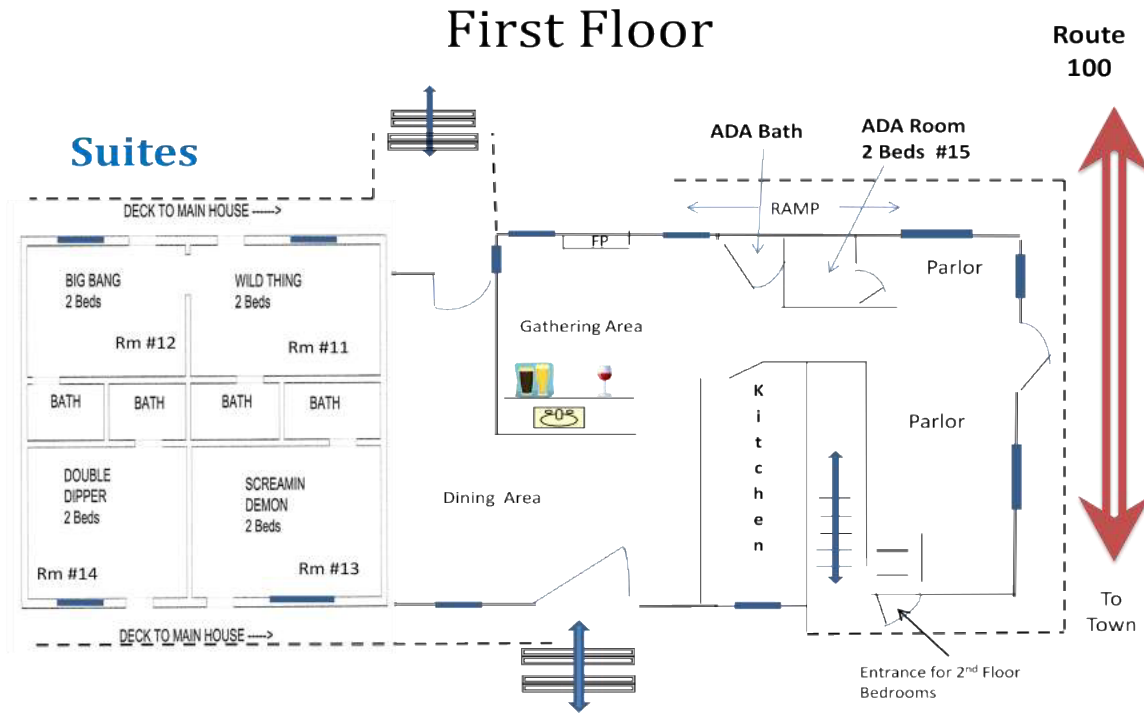
- 1. Empty trash in all bathroom/bedrooms; replace trash can liners.
  - a. Small bags are in kitchen cabinet.
- 2. Check to make sure thermostats in all rooms are set at **60 degrees** during the winter season & OFF during Summer.
  - a. Most bedrooms have a thermostat except third floor where there is only one.
- 3. All bathroom/bedroom doors must be left **closed**.
- 4. Verify All Windows are closed and locked.

Other

1. Retrieve bed assignment sheets for the past midweek days and current weekend; send them to Lisa Durland.
  - a. Verify the bed list and add anyone staying at the lodge.
    - i. They can be scanned and e-mailed lodgereservations@mtkski.com OR
    - ii. Brought to the next Wednesday night meeting OR
    - iii. Mailed to her home address OR
    - iv. Take a picture of the sheet & email

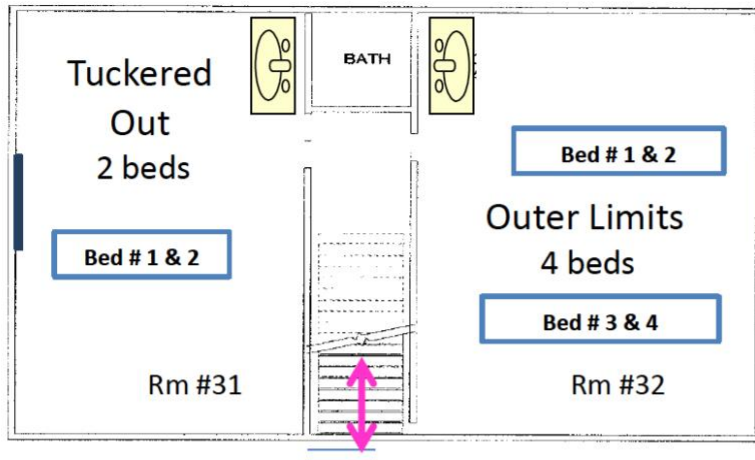


# Floor Layout (First)



# Floor Layout (Second and Third)

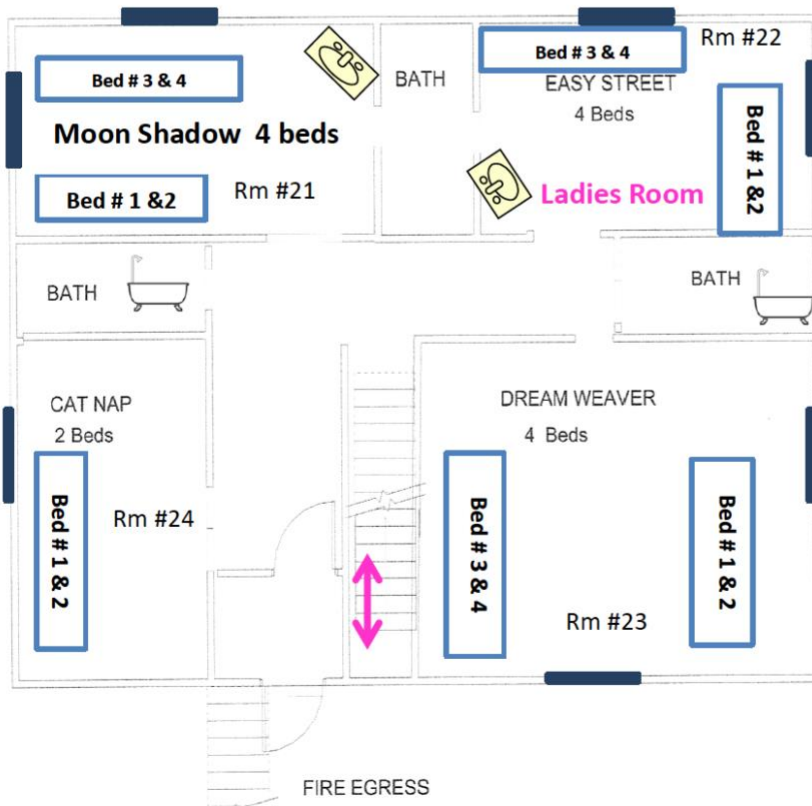
## Third Floor



**Route  
100**



## Second Floor



To Town

The MTL Lodge Committee is responsible for maintaining the policies and procedures related to use and maintenance the Lodge.

Revised:

Apr 2017, July 2017, Nov 2017, Mar 2018 (KL), Apr 2018 (KL), Sep 2018 (JK) Oct 2018 (KL)