

St. John UMC Lake Lodge/Pavilion/Camping use:

Check-in Procedures:

1. The water valve is located at the gate entrance. Take the little uphill path on your left. Lift lid on 1st water box you come to. Turn water on if it is not, by turning the white lever to the left until it parallels the pipe.

Water Valve on



water valve off position



2. A/C control for lodge is near fireplace. Turn the dial for the amount of hours you want it to run.
3. Fan switch for main room is located near left (unusable) door.
4. Iron patio tables and chairs may be placed around outside of lodge to make more floor space inside.
5. Please make sure bathrooms are in good, working condition. Report any problems!
6. Electricity for Pavilion/Camping area: Main switches are at light pole (near faucet). Switches for fans/lights and camper hookup located on Pavilion support posts. Camper hookups are also located at the outdoor restrooms.
7. Please have water hose ready and nearby when using firepit. Use caution with high winds.
8. Have everyone at the event sign their names on the sheet given. (Extra sheets are in a kitchen drawer.)
9. Lock the gate after everyone in party has arrived and also overnight.

Check-out Procedures:

1. Leave lodge furniture as you found it. If patio chairs and tables are outside, please bring them back in the lodge.
2. Make sure A/C (near fireplace) is turned off.
3. Turn off all lights and fans.
4. Take out all trash (bathrooms too!) and take with you off property. Extra trashbags are under kitchen sink.
5. Please make sure bathrooms are still in good, working condition. Report any problems!
6. Make sure lodge is locked.
7. Turn off water at the gate entrance.
8. Lock the gate when everyone has left at the end of your event.
9. Return name list and keys to church office to receive key deposit money.

In case of emergency, the official address is 12553 Hwy 28 South, Clarks Hill, SC 29821