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## THE STEINBRUCK CENTER FOR URBAN STUDIES

an interfaith ministry of justice, hospitality and learning

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**Steinbruck Programming:** The Steinbruck Center was created in order to educate others about homelessness and poverty by way of sharing the stories of Luther Place Memorial Church and N-Street Village. Providing hospitality through our guest hostel enables groups to explore issues of social justice via faith and service. We encourage you to consider your goals for your stay, hoping that you take advantage of the services we offer!

**Hostel Provisions:** The Hostel provides twenty single beds in one large room; separate bathrooms and showers for women and men; a lounge area with two sofas; a kitchenette with a sink, full-size refrigerator, toaster and microwave (**no oven or toaster oven**), silverware and dishes, and a table and chairs; cabinets to store personal belongings (guests must provide individual combination locks); and quilts and pillows for the beds (**guests must bring own sheets, pillowcases, and towels**).

**Full kitchen** is available for use for an additional fee (around \$50 depending on the size of your group and the length of your stay). It is only open for use before 8:30am and after 4pm on weekdays and all day weekends.

**Parking** is not available at Luther Place. Please call the Steinbruck Center to make other parking arrangements before your arrival (202-667-1377, ext 205).

**Check-in and Check-out:** Guests must arrive and depart Monday-Friday between the hours of 9am-5pm. If this is not possible, please call the Steinbruck Center Program Coordinator (202-667-1377, ext. 205) prior to paying deposit in order to make other arrangements. **\*\*Part of the check-in process includes a required 30-minute orientation about the Steinbruck Center, Luther Place, and N-Street Village.**

**Rate:** \$30/person/night. This fee includes both space in the hostel as well as programming.

**To Reserve:** To ensure your reservation, the Steinbruck Center Program Coordinator must receive a signed "Reservation and Terms of Agreement," accompanied by a **non-refundable** check for half of the total amount for the stay. You will receive a confirmation from the Steinbruck Center Program Coordinator or authorized representative within ten working days. Two weeks prior to arrival, the remaining balance must be paid, along with a separate check for the key deposit (see below).

**Key Deposit:** A \$50 key deposit will also be collected for each set of keys handed out (limit: two sets per group). The deposit will be refunded at the time of check-out upon safe return of the keys and evaluation of the hostel for cleanliness after use. (If check-out is after office hours, the deposit will be mailed to the address given for the contact person.) You may pay the key deposit in advance by mailing it with your hostel deposit, or you may bring the key deposit in the form of a check at the time of check-in. **No keys will be handed out without a key deposit.**

**Cancellations:** Unfortunately, cancellations cannot be refunded once the initial deposit has been sent. This is due to the time and work put in by the Program Coordinator in order to coordinate your stay, as well as the lost revenue due to holding space in the hostel.

***Please Send All Forms and Deposits to:***

1226 Vermont Ave., NW \* Washington, DC 20005

Phone: 202-667-1377 \* Fax: 202-667-0037

E-mail: [steinbruckcenter@lutherplace.org](mailto:steinbruckcenter@lutherplace.org)

***A Program of Luther Place Memorial Church***



## THE STEINBRUCK CENTER FOR URBAN STUDIES

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Group Name \_\_\_\_\_ Sponsoring Body \_\_\_\_\_

Requested Dates \_\_\_\_\_ Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

*\*Please note that arrival and departure times must be between 9am-5pm. Please contact the Steinbruck Center if you are unable to comply so that other arrangements can be made.*

How did you hear about the Steinbruck Center? \_\_\_\_\_

### CONTACT INFORMATION

*\*Forms and returned deposits will be mailed to this address unless directed otherwise.*

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Phone (w) \_\_\_\_\_ Phone (other) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Expected # of participants \_\_\_\_\_

Participant age group:  youth (7<sup>th</sup>-8<sup>th</sup>)  youth (9<sup>th</sup>-12<sup>th</sup>)  college/university  adult

#### For office use only:

Hostel & Programming

Hostel only

Comments:

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## RESERVATION FEES

Please make checks payable to Luther Place Memorial Church.

*\*\*In order to reserve space at the Steinbruck Center, this form must be mailed within 2 weeks of the initial reservation.*

### Steinbruck Center Fees

*Please make separate checks for Steinbruck Fees and Key Deposit.*

**Non-refundable deposit of 1/2 due to reserve space; remaining balance due two weeks before arrival** – See Steinbruck Information and Terms of Agreement

The hostel fee is \$30 per person per night, programming included:

\_\_\_\_\_ people x \_\_\_\_\_ nights x **\$30** = \_\_\_\_\_

Access to full kitchen =       **\$50**      

### Key Deposit

*Please make separate checks for Steinbruck Fees and Key Deposit.*

**Keys will not be given out without deposit** – See Steinbruck Information and Terms of Agreement

1 set of keys (\$50): \_\_\_\_\_

2 sets of keys (\$100): \_\_\_\_\_

### For office use only:

Date form is sent \_\_\_\_\_ Must be received by \_\_\_\_\_

Deposit amount \_\_\_\_\_

Balance remaining \_\_\_\_\_ Must be paid by \_\_\_\_\_

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## TERMS OF AGREEMENT

The adult sponsors of youth groups, or signatory of the reserving organization, are responsible for ensuring that all members of the group abide by the Terms of Agreement, as well as any other restrictions or requests made by Luther Place and Steinbruck Center during their stay.

Guests under the age of 18 must be accompanied by a chaperone at all times.

The signatory of the reserving entity agrees to be responsible for any damage done to the premises or any other property of Luther Place Memorial Church by any member of the reserving entity.

Luther Place Memorial Church is not responsible for theft, damage, or loss of articles belonging to any member of the reserving entity nor for any injury incurred while on its property.

Smoking, alcoholic beverages, illegal drugs, and illicit sexual behavior are prohibited on Church property.

For the safety of the Hostel Guests and other authorized persons/property in the building, the door to the hostel and doors within the hostel shall not be left unlocked or propped.

Luther Place Memorial Church reserves the right to refuse reservation of the hostel at any time as well as execute the early departure of anyone already staying in the hostel if any one of these terms is not followed.

The Steinbruck Center reserves all rights to use any photographs taken during a group's stay for promotional purposes.

In the interest of promoting good stewardship of our space, we ask you to understand several things about our church building and staff. We do not have the staff resources to permit last-minute access to meeting rooms at Luther Place. Our building is also used by two homeless shelters and a number of tenants, so access to space is limited due to security and sensitivity issues. Contact the Steinbruck Center Program Coordinator *at the time of submitting your reservation form* if you need to ask about special access to rooms for meetings. Rates are not as cheap as the hostel due to our need to cover expenses and support the Luther Place community.

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I/We have read the Steinbruck Information and Terms of Agreement and agree to abide by its provisions.

Signature of contact person: \_\_\_\_\_

Date: \_\_\_\_\_

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