Group Leader’s Responsibilities
Rosario Beach Marine Laboratory
Walla Walla University
15510 Rosario Beach Road
Anacortes, WA, 98221

BEFORE ARRIVAL

- The Group Leader should carefully study all the information regarding the policies of the Rosario Beach Marine Laboratory.

- **PLEASE inform all guests that we do NOT supply bedding, pillows, or towels**

- The Group Leader is responsible for returning the Facility Rental Contract, Certificate of Insurance, and payment or Credit Card info to our Guest Services office within 4-6 weeks of requesting your tentative reservation date and receiving updated Reservation information. Your reservation cannot be confirmed until each of these is received.

- The group leader will need to make sure that all guests visiting the campus (overnight and day visitors) are made aware of the Rosario Beach Marine Laboratory policies. We encourage you to copy our General Information and Policies and distribute them to each guest or family. The group may be fined $50 for each pet that is brought onto the campus and the Group Leader will be expected to ask the guest to remove their pet from the campus. Service animals welcome.

DURING YOUR VISIT

- When possible, the Group Leader should plan to be the first person to arrive at the Rosario Beach Marine Laboratory.

- As soon as you arrive, please check in at the office to collect keys, etc.

- Plan to set up a “registration” place for your guests to check-in and get their keys. A “Check-in” sign and key display board are provided.

- The Group Leader will be expected to handle any problems that arise with guests during the visit. This includes asking guests who arrive with pets to remove them from the campus.

- Guests should contact the Group Leader for assistance and the Group Leader can communicate with the Managers when necessary.

- Before leaving the campus, the Group Leader is required check all cabins and facilities used to make sure that they have been left clean and tidy.

- All keys must be returned to the Group Leader and returned to the office before leaving.

Revised October, 2014. Subject to change at any time.