

# Guest Resources

1440 W. Division Road  
Tipton, IN 46072  
(765) 551-9570  
frontdesk@dol-in.org  
stjosephretreat.org

## MEDICAL

**AED—Automated External Defibrillators:** St. Joseph Chapel, St. Benedict Dining Hall (150), right off the elevator on the second and third floors, St. John of the Cross Cabin.

**First Aid Boxes:** Front Desk, Kitchen (150), Room 203 and Room 303.

**IU Health Tipton:** 1000 S Main St, Tipton (765) 675-8500

**CVS Pharmacy:** 711 E. Jefferson St. Tipton (765) 675-3400

## SAFETY & SECURITY

**Emergencies:** Call 9-1-1, then notify the Front Desk at (765) 551-9570 or After Hours Phone (765) 476-9179.

**Maintenance Issues:** Contact Sean Cardwell, Maintenance Supervisor, 148, (317) 965-3345 or (765) 551-9580.

**Power Outage:** An emergency generator will supply power for necessary lights and safety equipment.

**No Open Flames:** Except for the altar candles for Mass and adoration, no open flames may be used inside the facility.

**Security:** The exterior doors to our facility lock automatically at 10 pm and reopen early the next morning. Please inquire as to the timing of the door lock as it varies with meetings and retreats.

## TELEPHONES

A house telephone is available at the Front Desk, Room 203 and Room 303. Dial 9 to get an outside line. Messages may be left at (765) 551-9570 and picked up at the Front Desk.

**After Hours Phone: (765) 476-9179**

**\*Main:** (765) 551-9570

**\*Front Desk:** (765) 551-9574

**Housekeeping:** (765) 551-9587

**Carpenter's Shop 106:** (765) 551-9571

**Kitchen 150:** (765) 551-9586

**St. Benedict Dining Room 155:** (765) 551-9573

**John Paul Medaille Room 125:** (765) 551-9577

**Holy Family Room 151:** (765) 551-9576

**St. Elizabeth Seton Room 118:** (765) 551-9579

**Emmaus Room 126:** (765) 551-9578

**Second Floor 203:** (765) 551-9588

**Third Floor 303:** (765) 551-9589

**St. Frances Cabrini Business Center 124:** (765) 551-9572

\*Twyla Arnold, Marketing Specialist, 124, (765) 412-1616 or (765) 551-9584

\*Sean Cardwell, Maintenance Supervisor, 148, (317) 965-3345 or (765) 551-9580

\*Fr. David Huemmer, Chaplain & Spiritual Director, 115, (765) 551-9585 \*Have Voicemail

## AT FRONT DESK

**Safety Deposit Box:** Please do not leave valuables in your room. The Saint Joseph Retreat & Conference Center cannot be responsible for loss of articles, unless properly secured in the safety deposit box available at the Front Desk.

**Recreation Equipment:** Soccer, footballs, basketballs and frisbees are available at the Front Desk, (765) 551-9570.

**Lost & Found:** Check with the front desk at (765) 551-9570.

**Mail:** Outgoing mail may be left at the Front Desk.

## GUEST ROOMS

Please familiarize yourself with the fire alarm location, exit routes and safety guide listed on the back of each guest room door.

**Check In: 3 pm - Check Out: 11 am**

**Room Temperature:** Adjust by selecting the up or down arrows on the room thermostat.

**Room Damage:** Additional charges may occur if room accessories are damaged or misplaced during your stay. Absolutely, no duct tape, masking tape, or clear box tape is to be used on walls.

**Power Saving:** Please turn off the lights when leaving the room.

## TECHNOLOGY

**Business Center, 124, (765) 551-9572:** Main level next to Emmaus Conference Room. Computer with high speed internet, copier/printer/scanner and fax machine {(765) 408-0564}

**WIFI:** Available throughout the main building: Select St. Joseph GUEST.

**No television on campus.**

## CONVENIENCES

**Snacks, Soda:** Visitors may bring snacks and/or soft drinks to enjoy between meals. No soda machines on campus.

**Water Bottle Fill Up Stations:** Emmaus Room (126), St. Benedict Dining Hall (155), Second Floor Room 203 and Hospitality Room 336.

**Smoking:** Permitted only in the gazebo behind the main building.