

JAARS HOUSING DEPARTMENT

HOW TO RECEIVE YOUR HOUSING PACKET and INFORMATION ABOUT HOUSING

JAARS Physical Address (for Mapquest): 7809 Crystal Lake Drive, Waxhaw NC 28173

Mailing Address: PO Box 248, Waxhaw, NC 28173

Shipping Address: 7601 Radin Rd Waxhaw, NC 28173

Housing Office Phone Number: 704-843-6020 E-mail: housing_jaars@sil.org

Arrival (see Directions to JAARS & housing packet cupboard location below)

When you arrive on the JAARS Center, you will pick up your housing packet containing your keys and a map which will be in the packet cupboard (see directions to JAARS). You will need a **LOCK CODE COMBINATION** to unlock the outside door and the packet cupboard. Please put this code in your wallet or pocketbook so you have it handy upon your arrival.

The Lock Code Combination is 661944*. You must press the * (star) button for it to accept your code. Wait for the green light above the keypad to light up, then open the door. If you see a red light, try again. If you arrive without the code, there is a number you can call and ask a member of the housing staff for the code.

Check in time is after 1:30 p.m. Monday – Friday.

Check in time for Penn Lodge on weekends is 1:30pm on Saturday and 4:30 p.m. on Sunday.

Check out time is before 9:30 a.m. Monday – Friday.

Weekend check out time for Penn Lodge is 9:30am. If you cannot leave by the check out time, notify the Housing office: 704-843-6020. All other units can check out at your convenience on weekends.

Short-term guest payment: Payments may be made in the housing office between the hours of 8 a.m. and 12 p.m. or 1 p.m. and 5 p.m. Or you may leave your payment and key in the after hours drop off slot in the packet cupboard area. Payment can be made by cash, check, WBT member account numbers, Visa, MasterCard or Discover. We would prefer you not pay by credit card to save JAARS the 3% finance charge.

Payment by guest staying longer than 3 months: Upon your arrival, let the Housing office know how you would like to pay for your housing and phone bills. You will be charged for the day you arrive until the end of the month. Then on the 1st of each month, we will bill you or charge your JAARS/Wycliffe account for your current month's stay and your previous month's telephone calls. Cash, check, MasterCard, Discover, or Visa credit card payments must be made by the 10th of each month. We would prefer you not pay by credit card to save JAARS the 3% finance charge.

NO SMOKING! NO PETS! NO ALCOHOL! PLEASE!

You will be asked to **vacate your accommodations** immediately if you choose to disregard this policy.

Also, if the "No Smoking" and "No Pet" policies are disregarded, a **\$100.00 cleaning fee** will be added to your bill.

Cancellation policy: There is no penalty for cancellation if you cancel your reservation **within 24 hours** of your quoted arrival date. If you do not cancel and are a "no show," there will be a charge to your Wycliffe account or your credit card for your first night's stay per the number of rooms you booked.

BEFORE YOU TRAVEL TO JAARS WITH YOUR KIDS....

There is a strict rule in NC about car restraints for children which may be different from the state you are traveling from. In NC any children ages 0-8 and those under 80 lbs. must be restrained in a car safety seat. **Please be sure you bring these seats along when you come because they are not available on the Center. You must provide your own.** If you plan on traveling with the kids in the car at all, you need to bring these along.

Directions to JAARS

From North via I-85:

Take exit #48 (in NC) to I-485. Travel approx. 25 miles to Hwy 16 (exit 57). Turn left (south) **and continue on Hwy 16 for 9.5 miles to the town of Waxhaw. At the traffic light turn left (east) onto Hwy 75. Go about ¼ mile and bear right onto Old Providence Rd (if you pass the gas station on the left you have gone too far). Go about 1.5 miles and turn right onto Providence Rd. Go about ¼ mile and turn right onto Davis Rd. Go about 3 miles to the JAARS Center. Turn right onto Crystal Lake Dr. (2nd right after the JAARS sign), go about ¼ of a mile, up the hill and past the lake, and turn left onto Shalom Way. Park in the parking lot on the right, near the welcome sign. **Your housing packet is in the hallway at the end of the building, 7809A Crystal Lake Drive, next door to the Housing Office and the Library.**

From the North via I-77:

Take I-77 to I-485 east (exit 2). Go 10.5 miles to Hwy 16 (exit 57). Turn right (south). From there follow the same directions as above from the **.

From South via Columbia:

Take I-77 north to Exit 48. Follow 200E/N through Lancaster. From the SC/NC border it is 1.5 miles, then turn left on Davis Rd. (watch for the brown WYCLIFFE-JAARS sign before the left turn) and go approximately 2 miles. Turn left onto Crystal Lake Dr, go about ¼ of a mile up the hill past the lake, and turn left on to Shalom Way. Park in the parking lot on the right near the welcome sign. Your housing packet is in the hallway at the end of the building 7809 A Crystal Lake Drive, next door to the Housing Office and the Library.

From South via I-85 Atlanta:

Take exit #30 East on I-485. Go 19 Miles to Hwy 16 (Exit 57) Turn right (south) from there follow the same directions as above from the **.

From West via Greenville:

Take Rte. 9 from Spartanburg into Lancaster, then 200E/N toward Monroe. From the SC/NC border it is 1.5 miles, then turn left on Davis Rd. (watch for the brown WYCLIFFE-JAARS sign before the left turn) and go approximately 2 miles. Turn left onto Crystal Lake Dr, go about ¼ of a mile up the hill past the lake, and turn left on to Shalom Way. Park in the parking lot on the right near the welcome sign. Your housing packet is in the hallway at the end of the building 7809 A Crystal Lake Drive, next door to the Housing Office and the Library.

Check out the JAARS website (www.jaars.org) to see pictures of our accommodations.

Click on the words **visit us** (top right corner), and then click on the blue highlighted words **Vacation, Housing for Rent or RV Park** to see the pictures.

Cleaning Policy

The apartment or house you are assigned to should be clean upon your arrival. It was cleaned by the previous occupant and then checked and restocked (with one morning's breakfast and fresh supplies) by our housekeeping staff. Please notify us ASAP upon arrival if the apartment is not clean. **Please leave the apartment as clean as you found it or cleaner.** There is a detailed cleaning instruction sheet in the apartment and cleaning supplies are provided. Our housekeeping staff work half days and most of them are volunteers. If, upon your departure, your apartment does not meet the standards noted on the cleaning instructions sheet, we will hire a cleaner and charge you **\$15.00 per hour**. We would prefer not to have to hire cleaners, so please do your best to leave the apartment or house clean. Thank you.

Items available at Housekeeping

If you need additional items such as more blankets, extra pots, glasses, etc., not found in the apartment, you can visit the Housekeeping Office between the hours of 8 a.m. and 12 noon Monday-Friday and borrow what you need. Housekeeping is located in the basement of the Wycliffe Associates "C" building. You can also rent a TV-VCR or DVD for a \$10.00 fee which covers your entire stay.

**Types of Lodging
(All units are Air-conditioned/heated)**

Apartments: Fully-furnished 1-bedroom 1-bath efficiencies, 1- and 2-bedroom 1-bath, and 3-bedroom 2-baths (maximum stay of 1 year): 1-bedrooms have one double or queen or king bed. 2-bedrooms have 1 double or queen and 2 twin beds. 3-bedrooms have one double or queen, two twins and bunk beds. A free laundry room is available in each building. All apartments have microwaves. The main difference between the efficiency apartments and the other 1-bedroom apartments is square footage and age of the unit.

Houses: Fully-furnished 3 bedrooms with 1 or 2 baths and 4 bedrooms with 2 or more baths (maximum stay of 1 year): Same accommodations as apartments with additional in-house washer, dryer, iron and ironing board. We ask that you take care of the lawn with equipment available from the Construction and Maintenance department.

Penn Lodge (maximum stay of 4 nights): a mini-motel with rooms fully equipped with either 1 bed (queen) or 2 beds (1 double and 1 twin). We also have two "family rooms" with 1 queen in one room and a separate room attached with 1 double bed and 1 twin bed. There is no cleaning required upon departure from Penn Lodge. Penn Lodge has a community kitchen with breakfast foods provided for you. Thank you for leaving a donation for the food you eat. The kitchen is not designed for cooking your evening meals. If you want to cook evening meals please book an apartment. There are TV's in each room and also one in the kitchen. DSL hookups are provided in each room. A free laundry room is available. **Please be courteous to other guests in the Lodge by keeping the noise level down and children from being disruptive. Children should not be left unattended in the Lodge at any time.**

RV Park (maximum 3-month stay): We have 20 full-service sites, each with a 20, 30 & 50 amp service. Our clubhouse provides a laundry room, showers and meeting room. For a \$50.00 deposit you can use one of our DSL modems to connect to the Internet. Per Union County regulations, all units in the park must be self-contained. Please contact the Housing office if you want to change your arrival or departure date, or site assignment.

Apartment Amenities

You will have enough food in the apartment for **your first breakfast**.

All furniture, fixtures and kitchen supplies are to remain in the unit. We do not have storage room to store center items to allow you to use your personal furniture or supplies.

Here's a list of food, supplies and other items available in the apartments and houses:

Complimentary food	Kitchen supplies	Cleaning supplies	Other items provided for use
1 juice box per person 1 quart powdered milk 1 box of cereal per person Jelly Coffee (decaf & regular) Instant coffee (decaf & reg.) Bread & butter 1 egg per person ½lb.sugar Artificial Sweetener Creamer Tea Salt & pepper	Coffee pot Coffee filters Full set of dishes, glasses Tea kettle Mixer Pitcher Kitchen towels Pots & pans Toaster Silverware Cooking utensils Napkins	Broom & dust pan Mop & pail Cleaning fluid Dishwashing liquid Paper towels Small bars of soap (no shampoo/conditioner) Toilet paper Rags Liquid hand soap	2 sets of bed sheets for each bed 2 sets of towels for each person Pillows Blankets Iron w/ ironing board (in laundry room) Vacuum cleaner Phone & phone book JAARS Phone Directory Fully-furnished rooms Center Services Handbook

All JAARS Volunteers/SIL/WBT/WA Members get a discounted rate (Member Discount). This rate does not apply to extended families even if the member is paying the bill.

The daily rate will apply for all accommodations for up to 7 nights. After 7 nights your rate will be prorated per night until you reach the maximum monthly rate of the unit.

Housing Rate Schedule	Regular 1-7 night stay including tax Per Night	Member Discounted rate 1-7 night stay including tax Per Night	Regular Monthly Rate including tax	Regular Monthly Rate without tax	Member Discounted Monthly rate including tax	Member Discounted Monthly rate without tax
1 or 2 adults	\$34.16	\$29.36				
Each extra adult	\$17.08	\$14.67				
Each child	\$6.41	\$5.34				
Max family rate	\$46.97	\$40.03				
RV PARK	\$16.02	\$11.75	\$314.92	\$295.00	\$240.19	\$225.00
Radin or Lydia 1 bdrm Apt			\$448.35	\$420.00	\$405.65	\$380.00
Longwood Efficiencies Apt			\$480.38	\$450.00	437.68	\$410.00
Crowell 1 bedroom Apt			\$517.74	\$485.00	469.70	\$440.00
1 bedroom (WA & LW) Apt			\$587.13	\$550.00	533.75	\$500.00
2 bedrooms Apt			\$619.15	\$580.00	565.78	\$530.00
3 bedroom 1 bath House			\$656.52	\$615.00	597.80	\$560.00
3 bedroom 2 bath Apt & Hs			\$693.88	\$650.00	629.83	\$590.00
4 bedroom 3 bath House			\$725.90	\$680.00	661.85	\$620.00

Prices are subject to change without notice.

***Taxes:** A tax (6.75%) is applicable, unless you stay 90 days or longer.

Utilities: All utilities are included except for long-distance phone calls. Long-distance rates are about 5 cents per minute anywhere in the U.S. any time of day. **Due to drought conditions - please conserve water.**

Volunteer Group Rate: \$10.68 per person per night including tax (based on 3 or more people in each apartment). Single apartments are available at regular rates.

Conference Rate: \$21.35 (including tax) per person per night, member discount \$17.08 (including tax) per person per night (based on multiple roommates in an apartment). Private rooms are \$34.16 (including tax) per person per night or Member discount \$29.36 per night (including tax)

Lost Key Charge: \$5.00

Stores located near the center: Food Lion and Harris Teeter grocery stores are located on Highway 16 in Waxhaw, 8 miles from the center. There is also a Burger King, a Bojangles and other restaurants (seafood, Italian, Mexican, pizza parlors, sandwich shoppe) in Waxhaw. We are about 10 miles from Lancaster, S.C., and about 20 miles from Monroe, N.C. Both towns have every store you would probably need. We are about 26 miles from Carolina Place Mall in Charlotte, N.C., (on Rte 51 and I-485). For more info <http://www.visitwaxhaw.com> or <http://www.waxhaw.com>

Swimming Pool and Recreational Facilities: There is a pool available at the JAARS Olive Branch, open from the end of May until the beginning of September, with admission charge. There is a lit basketball court, 2 volleyball courts (1 lit), a tennis court (surface is old), and a soccer field. Bring your own balls and rackets, please. We have 2 playgrounds for kids. Skateboarding and rollerblading are allowed **ONLY** on the basketball courts and the Bethel apartments' parking lot area, (and prohibited at all office buildings and other housing areas). There is a new skateboarding park in Waxhaw at the Waxhaw Town Park.

Transportation: If you need an airport pickup and/or drop off, please contact airport shuttle staff at charlotte_shuttle_Jaars@sil.org or call 704-843-6631, leaving a message with dates, times, and flight information. Otherwise, it will be assumed you are providing your own transportation. There is a cost for airport transportation.

Internet/Network access: We have DSL access to the internet from each apartment/house which is included in your rent. You will need an Ethernet port on your computer to access the internet. The DSL traffic is being monitored by JAARS IT & Human Resources and JAARS expects you to hold to a highest moral standard in regards to the web sites that you visit. Abuse of this standard will cause your DSL service in your unit to be terminated. **For JAARS computer network security reasons PLEASE DO NOT connect your computer to any JAARS office network port.** If you need further help call (704) 843-6266 or **Network Services** at Network_Support_Jaars@sil.org

JAARS Car Rental: You may rent a vehicle if you are over the age of 25 and have a safe driving record. You must be volunteering on the center or attending workshops or conferences to be eligible to rent a car. These are meant primarily for short-term rentals. Please E-mail Townsend-lobby_receptionist_jaars@sil.org or call 704-843-6295 before you come to JAARS to see if a vehicle will be available when you need one, (also there is a form you have to fax back before you arrive) and for current rental rate information. Cars may not be taken more than 100 miles from the center.

Other JAARS Services: dining room (lunch only M-F, serving time 12:00 to 12:30 p.m.), family library, mailroom, post office, clinic, child care, print shop, resource and gift shop, prayer room and a free-clothing boutique for Wycliffe members and volunteers. Also, the Alphabet Museum and the Mexico Museum are open to the general public. Numerous other JAARS departments are described in the Center Services Handbook in your apartment.

MONEY – JAARS DOES NOT OFFER A PERSONAL CHECK CASHING OR PERSONAL ACCOUNT WITHDRAWAL SERVICE. SO PLAN AHEAD TO BRING CASH OR CHECKS OR CREDIT CARD.

School registration /Waxhaw Library Card/ NC Drivers license from the DMV: If you will be registering your children in our local schools or needing a Waxhaw Library card or needing to get a NC drivers license you will need a letter of residency from the housing office. Please contact them with the details needed to fill out the documents.

Mailroom Services: If you will be staying in JAARS Housing and have forwarded your mail to JAARS please visit the mailroom (located in the Purchasing and Shipping Department) to set up where you will receive your mail (personal mail box or visitor's box, or delivered to the department you are assigned to). The personal or visitor mailboxes are in the same area as the Housing packet cupboard (side door near the Library). Before you leave JAARS, please fill out an address forwarding form. This form is available at the Mailroom. **Mailroom Hours: Monday, Wednesday, & Friday: 8:30am - 12:15pm Tuesday: 9am - 12:15pm (2nd Tuesday: 10am - 12:15) if center and/or prayer & praise meetings, Thursday: 8:30am - 10:15am & 10:40am - 12:15pm**

1/8/08