Public Area Reservations

Residents, staff and agencies of Lancaster Mennonite Conference and Atlantic Coast Conference may reserve rooms on campus. Those affiliated with residents may reserve a room as long as a resident is attending the event. Requests will be accepted no more than one year before the date/event. For reservations, call 717-569-3271, and ask for the extension listed for each area. Donations are appreciated. No pets permitted in meeting rooms or chapels.

High Learning & Wellness Center and Crossings

High Foundation Auditorium (East & West Sides)
Ext. 3079
The High Foundation Auditorium provides flexibility in size of meeting space and layout. Capacity of 190 persons with chairs in rows, or 96 persons if set up with 12 round tables.

A smaller space can be created with a divider wall.
- 12 rounds tables, 31 rectangular tables, 190 chairs
- Wall mount TV, podium, built-in projector/screen
- 7 surge suppressors
- Grand piano from Art Gallery can be made available if requested

Crossings Meeting Room, 2nd Floor
Ext. 3079
- 50 chairs, 14 rectangular tables
- 2 wall mount TV’s
- Podium
- Refrigerator, microwave, sink

Crossings Community Room, 3rd Floor
Ext. 3079
- 12 chairs,
- 1 rectangular, 2 square tables
- Refrigerator, microwave, sink
- Piano/stool

Owl Hill Bistro — Limited hours
Ext. 3090
- Seating capacity 46

South Campus
Wisteria 1500 Community Room
Ext. 3546
- 30 chairs, 6 square tables
- 2 folding tables
- TV
- Full Kitchen with stove

Wisteria 1576 Community Room
Ext. 3546
- 16 chairs, 3 square tables
- Piano/stool
- TV
- Full kitchen

Gazebo in Leaman Woods
Ext. 3020
Details:
- Dimensions 23’x13
- 6 tables
  --two 48” rectangular
  --four 32” square
- 24 chairs
- No electric
- No grills or outdoor cooking space
- Outdoor space—no regular housekeeping service

Additional areas that can be reserved:
Sunrooms located in Crossings East, Floors 1, 2, & 3, Ext. 3079
**West Campus**

**Azalea Dining Room**  
*Ext. 3090*  
Seats up to 76 around tables.

**Harvest Room**  
*Ext. 3546*  
- 50 chairs (additional chairs up to total of 84 can be requested/accommodated if set up in rows)  
- 10 oblong, 2 6” tables, 2 round tables (capacity or 40-50 persons if set up with tables)  
- Podium, built-in projector/screen  
- Piano/stool, kitchenette

**Rose Room**  
*Ext. 3090*  
- Seats 16

**Westview Community Room**  
*Ext. 3546*  
- Capacity for 144 persons, seated 8 per table around 18 tables  
- Space for 185 chairs if no tables are used  
- Full kitchen  
- Built-in projector and screen, TV

**East Campus**

**Dogwood Community Room**  
*Ext. 3020*  
- 40 chairs, 8 rectangular tables  
- Sofa/love seat  
- Ceiling mount projector, TV  
- Full kitchen

**Pavilion**  
*Ext. 3020*  
- 44 chairs, 6 picnic tables  
- 2 refrigerators  
- Sink with cold water  
- Electrical outlets

**Warwick Room**  
*Ext. 3020*  
- 70 chairs, 9 rectangular tables  
- Podium, piano, stool  
- Built-in projector/screen

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**Chapels:** *Available on a limited basis*

**East Bethany:** Seating for up to 70 persons.

**West Bethany:** Seating for 168 persons, plus 24 additional folding chairs can be available. Closed-circuit TV broadcast optional.
- **For memorial service events:** Discuss planning with Landis Homes chaplain, *Ext. 3568*. Pastoral Services will arrange for room set-up details related to memorial/funeral events.
- **To schedule programs** for residents to attend contact Life Enrichment staff:  
  - East Bethany, *Ext. 3555*  
  - West Bethany, *Ext. 3067*

**Suggested Donations:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Venue</th>
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<tbody>
<tr>
<td>$40</td>
<td>Gazebo</td>
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<tr>
<td>$75</td>
<td>Azalea Room</td>
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<td>Crossings Meeting Room, 2nd Floor</td>
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<td></td>
<td>Crossings Community Room, 3rd Floor</td>
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<td>Dogwood Community Room</td>
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<td>East Bethany Chapel</td>
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<td></td>
<td>Harvest Room</td>
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<td>High Foundation Auditorium (East side only)</td>
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<td>Owl Hill Bistro</td>
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<td>Pavilion</td>
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<td>Warwick Room</td>
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<td>Wisteria Community Room 1500</td>
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<td>Wisteria Community Room 1576</td>
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<tr>
<td>$100</td>
<td>High Foundation Auditorium (West side only)</td>
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<tr>
<td>$150</td>
<td>West Bethany Chapel</td>
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<tr>
<td>$175</td>
<td>Westview Community Room</td>
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<tr>
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<td>High Foundation Auditorium (both sides)</td>
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**For a Fee:**

**Maintenance Fee:** If requested at least one week in advance, Maintenance staff can be requested to do room set-up and tear-down or to place signage. A fee will be charged.

**Catering Fees:** We offer many different catering options. Call 717-569-3271, *Ext. 3069* to discuss catering needs.