

Guidelines for the use of Clear Creek House of Illinois Yearly Meeting

14259 N. 350 Ave (Clear Creek House address)

14365 N. 350 Ave (Meetinghouse address)

_____ N. 350 Ave (Bunk House/Campground address)

McNabb, IL 61335

815-882-2214

Note

For emergencies, call 911 and give addresses above.

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Welcome

Welcome to Clear Creek House and the Illinois Yearly Meeting Campus!

Whether you are here for a day meeting, an overnight, a weekend workshop or retreat, or annual sessions, we extend our wholehearted welcome and invite you to consider yourself a member of our community.

We hope that this booklet will answer many of your questions, and help you to feel at home more quickly. Enjoy your stay!

These guidelines are being developed and it would be very helpful to know about your stay and how we can improve our guidelines and the facilities. Please send comments to Sharon Haworth, Administrative Coordinator, at admin@ilym.org, or call her at 217/384-9591.

Our Campus

Our 12-acre campus, stretching about 1000 feet on both sides of Quaker Lane near McNabb, Illinois includes a variety of environments and buildings and has three distinct parts. The south campus near the center of the property is home to the historic Illinois Yearly Meetinghouse built in 1875, the largest and most prominent building on the grounds and also its spiritual center. It includes a large lawn that often serves as a gathering and play-space in front of the open meetinghouse porch, and is framed by groves of trees to each side. The north campus, across the road from the meetinghouse is shaded by trees and includes a bath-house, six unheated cabins without electricity, as well as space for tents and camping vehicles to set up. It also includes a bunkhouse building, a rustic meeting space called the Fox Hole and a campfire pit. This part of the grounds is usable primarily in the warm weather months. The west campus originally was a farmstead and includes the Clear Creek House. There are also old farm buildings including a post and beam barn with attached milking shed, three silos, a grain bin, an equipment shed and a long chicken shed. All of the farm out-buildings are off-limits and should not be entered. The site has beautiful views across open farm fields in all directions.

The Meetinghouse has two large rooms on the main floor that can be opened to be used together if desired. Both are used for ILYM annual sessions in June. These rooms can be used for worship, meetings, and other events. The west room is used by the local Clear Creek Meeting on Sundays in warm weather months. There is one handicap accessible unisex bathroom. The meetinghouse basement includes a dining room and kitchen facilities. The main floor of this building is wheelchair accessible.

Clear Creek House, built in 1906, is primarily used by Clear Creek Friends Meeting, especially in the winter months. It also provides heated and air-conditioned spaces and sleeping rooms for retreats and workshops. On the first floor there is an enclosed, unheated front porch, a meeting/living room, a dining room, and a kitchen that can be used for heating foods. A library holds Clear Creek Meeting's books and may also be

used as a sleeping space. The first floor can be made wheelchair accessible if you call ahead. There are five bedrooms on the second floor. The two connected bedrooms at the southeast corner are used for first-day school on Sunday mornings. There is one full bathroom with large shower on each floor. All the sleeping spaces contain beds only.

The entire campus is available for daytime use. The cabins and campground are available for overnight use during warmer weather. The kitchen and dining room in the yearly meetinghouse are available for use for meals between April 15 and October 15. The Clear Creek House kitchen is limited to only a refrigerator, dishwasher, sink and stove cook top.

Reserving the Clear Creek House

Clear Creek House currently is only available for use by Illinois Yearly Meeting (ILYM) Friends for activities affiliated with the yearly meeting or monthly meetings in ILYM. Reservations for use may be made by contacting the Administrative Coordinator well in advance of the use. Information should include a contact person, the size of the group, and what areas of the campus will be needed. Also, please consider if the activities of the group would allow for the facilities to be shared by another group at the same time.

Arrangements may need to be made for instructional use of the systems including heat, air conditioning, etc. prior to the start of the activity.

Please be aware that Clear Creek Friends Meeting will also be using areas on the campus for meeting for worship and First Day school on Sundays and you will need to share the facilities with them.

ILYM committees and working groups conducting ILYM business may use the facilities without charge. All others should refer to the rate fee in the Handbook or available from the Administrative Coordinator.

Parking is available in designated areas. Please make sure access to the drive is open at all times.

Use of the Clear Creek House

See also the sections marked "During Your Stay" and other relevant sections later in this guideline.

Meeting Room

The meeting room is located on the main floor of the Clear Creek House. This space is used by Clear Creek Friends Meeting for meeting for worship during the winter months. There are 20 chairs in the meeting room, approximately what the space will seat comfortably. The room opens with a wide doorway into the dining room and extra chairs may be set up in there for bigger groups.

Dining room

The dining room has a large table with two leaves which comfortably seats 14 people. The leaves are stored in the NW corner of the Library Room, behind the coat rack, along with instructions for using them. For additional seating, a folding table may be set up in the library. Dishes and cups are in the built-in cupboard in the dining room. Table linens are located in the drawers under that cupboard. However, it is recommended that guests bring their own cloth napkins and tablecloths.

Library

The library is located on the main floor of the Clear Creek House. The books in the library House are the property of Clear Creek Monthly Meeting. You are welcome to use the books while staying at the house, but please do not remove them. Any books used during your stay should be returned to the shelves before you leave. The library may also be used as a sleeping space for Friends with mobility issues.

Kitchen

The Clear Creek House kitchen is available for simple meal preparation only. There is a refrigerator, dishwasher, sink, and cook top only. At this time the oven, microwave, and trash compactor are not in operation. The water is filtered with a built in system. A chart showing the locations of kitchen equipment is available on the kitchen counter. Dry, soiled kitchen towels and cloth napkins should be placed in the Recycle Box in the kitchen, **while damp/wet linens should be hung XXXX**. Clear Creek Friends will launder towels and napkins. **Do not leave any leftover food in the kitchen.**

Guests are encouraged to bring their own coffee mugs and reusable water bottles to cut down on washing and waste.

The enclosed cabinet next to the basement stairs contains supplies and equipment which belong to Clear Creek Monthly Meeting. Please respect their property.

Recycling/ Composting/Garbage

We ask guests to join us in our efforts to compost and recycle. We are able to recycle paper, cardboard, brown, green and clear glass food and beverage containers, aluminum and steel/bimetal cans, and #1 and #2 plastic containers. Recycling bins are located in the breezeway between the kitchen and garage.

We compost food waste that does not contain meat or fish. The compost bin is **???????** and instructions are in the kitchen notebook.

Your group is responsible for taking with you all garbage created during your stay. Please consolidate all trash into the kitchen garbage can, take that bag with you, and put a clean bag in the can before you leave.

Restrooms

There are two unisex restrooms in Clear Creek House – one on the main floor and one on the second floor. Both contain a toilet, lavatory and walk-in shower. The restrooms are shared among all sleeping spaces and guests may want to consider how best to coordinate use.

Bedrooms

There are five bedrooms on the second floor of Clear Creek House. The library on the main floor may also be used as a sleeping space. Guests will need to provide their own sheets, pillows, mattress pads, blankets or a sleeping bag, towels, personal toiletries and an alarm clock. Guests should also consider bringing their own flashlight. All rooms have windows that open. In an emergency, an exit ladder is located in the chest under the window in each bedroom. Please see Fire Precautions below for complete instructions.

The two connected bedrooms at the southeast corner are used for Clear Creek's First Day school on Sunday mornings between 11 am and 1 pm. Guests are asked to make sure the space is clear for this use and all personal items and items that may be hazardous to children are put away.

Accessibility

Our facility is not fully accessible but we are constantly improving. The Clear Creek House has a portable ramp stored in the garage. If you call ahead, it will be put in place to ease access to the west entrance of the house. Once inside, the house has an accessible worship room, dining room, library, kitchen (not ideal yet) and restroom. The library could be used as an accessible sleeping space. When reserving the space, please notify the Administrative Coordinator if the library will be needed for sleeping.

Paths.

Paths between buildings are grass.

Parking.

Handicapped parking at the Clear Creek House is in the drive in front of the garage. During annual sessions, additional parking spaces designated for handicapped use are located adjacent to the Meetinghouse.

Children at Clear Creek House

Families with children of any age are welcome at Clear Creek House, although we do not provide child care. High chairs may be made available in the dining room if arrangements are made at the time the space is reserved.

The open spaces of the Yearly Meeting campus provide plenty of room for children to play. There is a swing set near the Yearly Meetinghouse, as well as a sandbox. Because a busy country road with truck traffic bisects the campus, children should be supervised at all times.

Prior to its purchase by the yearly meeting, the west campus was part of a working farm. The barns, sheds and silos are off-limits and should not be entered. Please provide children with supervised activities in areas of the campus away from these structures, and instruct children to stay away from the outbuildings.

As the Illinois Yearly Meeting grounds are an open campus, just as a public park is open, parents should be responsible for children's safety at all times.

Keys and Safeguarding Belongings

The contact person for your group will be told the location of the key to Clear Creek House. Be sure that information is shared with the person most likely to be the first to arrive.

Some buildings are not often locked, and sleeping rooms are not lockable. We cannot accept responsibility for personal belongings lost, damaged or stolen during your stay and suggest that you keep any valuable belongings with you or locked in your car.

Heat/Air Conditioning

Access to controls for heat and air conditioning are in the first floor dining room. The thermostat is programmed to provide optimum temperatures for human comfort while keeping in mind the conservation of resources. Please adjust temperatures only if absolutely necessary.

Use of Clear Creek House during Annual Sessions

Clear Creek House will be available to Friends for daytime use during annual sessions including committee meetings, a cooling area, naps for small children, etc. Overnight use will be given to those who self-determine a need to be in an air-conditioned space. For fire protection it is important to keep some doors on the first floor closed while people are sleeping in the building. These will be designated with signs.

Quiet Time

Clear Creek House will be designated a quiet adult place to sleep and no scheduled activities should take place between 9 pm and 8 am. During the day the house may be used for child or adult naps, and therefore activities should be limited to quiet conversation and quiet committee meetings.

During Your Stay

Computers and Internet Access, or the Lack Thereof

The ILYM campus has neither a computer nor internet access. Temporary internet access is available in the Yearly Meetinghouse only during annual sessions.

Laundry

There is no washer or dryer in Clear Creek House. Laundry facilities are available in Spring Valley, approximately 20 minutes north on Route 89.

Living in Community

Clear Creek Monthly Meeting uses the yearly meeting campus every Sunday morning. Please be sure that you have Clear Creek House cleared by 9:30 to accommodate the local meeting's needs. You are welcome to join Clear Creek for adult discussion starting at 10:00 (meeting for business on third Sundays at 9:45) and meeting for worship at 11:00. Worship alternates between Clear Creek House and the yearly meetinghouse depending on programming and weather. First Day School takes place in the Clear Creek House also at 11:00. Groups using the facilities need to be sure not to interfere with this worship time.

Quaker gatherings are an opportunity to visit, sing, discuss, and connect with new acquaintances. They can also be exhausting. Please be respectful of fellow guests and their need for sleep. The same doors that are closed at night for fire safety (see Fire Precautions below) will also aid in keeping downstairs noise from travelling upstairs, but please monitor the noise level after Friends begin retiring for the night.

Mail

Mail is not collected from the Illinois Yearly Meeting campus. There is a post office in McNabb, (2 miles north on Route 89 then left at the gas station.) Please make arrangements ahead of time if you need to ship anything to the site.

Photocopying and Faxing

Photocopying and faxing capabilities are not available on the campus.

Telephone & Cell Phone Access

There is a telephone in the kitchen of the Clear Creek House. It shares the same number as the Illinois Yearly Meetinghouse (815-882-2214). Please make either collect calls or use a calling card when making calls from this phone.

Cell phone coverage is inconsistent on campus. You are advised to walk the grounds to find the spot with best connectivity for your carrier. Cell phone users are encouraged to limit use in public areas. Please remember to turn off cell phones in any gathering, such as during meals and meetings for worship and business.

IF YOUR FAMILY OR OTHERS NEED A WAY TO REACH YOU IN CASE OF EMERGENCY PLEASE GIVE THEM THE MEETINGHOUSE PHONE NUMBER, 815-882-2214.

Safety

Health Concerns

Hand washing is an important way to reduce illness in our community. Please remember to wash hands often, and especially before meals or when entering the kitchen areas.

Ticks, mosquitoes, wasps and other insects are a part of life in rural Illinois. When spending time outdoors, wearing hats, light colored long sleeves and long pants may help prevent bites, stings, etc. Insect repellent may also be advised. After walking under trees or in high grass or shrubs check your clothing and body for ticks and then shower well.

Fire Precautions & Smoking

Smoking is not permitted in any of our buildings or on the grounds. The burning of incense or candles burning is also prohibited in the buildings.

Smoke detectors and fire extinguishers are installed in all buildings used for sleeping.

If a smoke alarm sounds leave the building by the nearest exit. A diagram on each bedroom door will show you the nearest exit and tell you where to gather for a headcount. If your door is hot to the touch or there is too much smoke in the hallway, keep the door closed and place a towel or clothing over the gap at the door sill. An exit ladder is located in the chest under the window in each bedroom. Follow the instruction card to open the window and screen and fit the ladder over the window sill, climb out and down to safety.

There are two stairways from the second floor of the Clear Creek House. The swing door at the bottom of the rear stair (to the kitchen) and the swing door and pocket doors leading into the front stair hall should be kept closed at night from 8pm to 8am for noise and safety reasons.

Pets, Drugs and Alcohol

Pets are not allowed on the Illinois Yearly Meeting campus. Service animals are, of course, welcome.

The use or possession of any illegal substance can profoundly disrupt the life of a community founded on relationships of trust and shared responsibility, and is not allowed on the Illinois Yearly Meeting campus. Alcoholic beverages are not permitted on campus.

When You Depart

Please be sure that all food brought in for your gathering is taken out with you. Food and supplies left behind can attract mice, insects and other pests. **Place dry towels and cloth napkins XXXX. Wet or damp lines should be hung to dry on XXXX. Clear Creek Friends will launder towels and napkins.**

Your group is responsible for taking with you all garbage created during your stay. Please consolidate all trash into the bag in the kitchen garbage can, take that bag with you, and put a clean bag in the can before you leave.

Strip all beds and be certain that you take your sheets, towels, pillows and blankets with you. Remove all trash from sleeping rooms and restrooms and take it with you.

Be sure all rooms used on campus are clean and ready for the use of next group.

Please leave the door key in the place designated.

If you discover that you have left something during your stay, please call 309-246-8397 to arrange for return.

Directions to the campus

Clear Creek House is located in the peaceful, fertile midst of corn and soybean fields near McNabb, which is 110 miles southwest of Chicago, 220 miles north-northeast of Saint Louis MO, 60 miles north of Bloomington-Normal, and 90 miles south of Rockford. The closest Amtrak stations are in Princeton or Bloomington-Normal. There is some bus service to Peru.

McNabb is about fifteen miles southwest of the intersection of I-39 and I-80.

From the south, northbound on I-39, take exit 41 left/west on Rt. 18 toward Henry. After Magnolia, turn right/north on Rt. 89 and continue as below.

From the north, southbound on I-39, take exit 51 right/west on Rt. 71 toward Hennepin. After Standard, turn left/south on Rt. 89 and continue as below.

The Meetinghouse lane is signposted on Rt. 89, about one mile south of McNabb and two miles north of Magnolia. Turn east on the lane and go ½ mile; parking is in the horse-shoe drive.

The 911 address assignment for Clear Creek House is 14259 N. 350 Ave., McNabb, IL, 61335 (phone 815-882-2214) — but this may not work in the various mapping web sites. For postal mail please contact us at the admin@ilym.org for appropriate addresses.

Important Contact Information

Life Threatening Emergencies

Dial 911

Address is

14259 N. 350 Ave (Clear Creek House address)

14365 N. 350 Ave (Meetinghouse address)

 N. 350 Ave (Bunk House/Campground address)

McNabb, IL 61335

815-882-2214

McNabb Fire Department can also be reached by calling 815-885-2533

Putnam County Sheriff can be reached by calling 815-925-7015

Putnam County EMS can be reached at 815-882-2635

There is no medical staff at the Illinois Yearly Meeting Campus. For non-life-threatening medical needs call:

Dr. Bailey, Marshall-Putnam Clinic, 322 S. McCoy, Granville 815-339-6245

Dr. Lukancic, St. Margaret Hospital, Spring Valley 815-664-1464

Granville is north on Route 89, then west on Route 71. Spring Valley is north on Route 89.

A first aid kit is located in the kitchen of Clear Creek House

Other Service Calls

A "local" contact person will be available during your stay, although not always on site. You will be provided the name and phone number of that person to call with questions or for assistance.

Grasser's True Value Hardware: 815-882-2111 (404 W. Main St. in McNabb) can be called on for water, gas, electrical problems. We have an account with them.

Steward: Richard Ashdown 815-882-2217

Clear Creek Meeting: Rachel Mershon, Clerk 815-339-2530

Jeannie Marvin, Assistant Clerk 815-433-4678

Suggested Supply List (for a group of 30 for a weekend)

- 2 containers non-abrasive cleaner for bathroom and kitchen surfaces
- 1 box baking soda
- 1 box dishwasher detergent
- 10 rolls of paper towels
- 24 rolls of toilet paper
- 3 containers liquid soap for kitchen and bathrooms
- sponges
- dish rags, dish towels (Bring your own. There are a limited number of towels in the Clear Creek House kitchen, but not enough for an entire weekend)
- 12 large garbage bags for kitchen and 6 small ones for each of bathrooms
- napkins
- rubber gloves (optional)

Note: Leftover supplies from ILYM are available for ILYM groups (and stored on the east porch of the Meetinghouse). The quantity left from yearly meeting varies. If an inventory can be made before you gather, some of these supplies may be available.