

## Checkout Procedure 退房程序

1. Check out time is Monday, from noon to 1 pm.  
退房時間是星期一從中午開始到下午一點。
2. Go to your room and unlock your door.  
先回到你的房間，把門打開。
3. Return the keys during lunch and receive your deposit back. Keys must be returned before 1 pm.  
午餐時間交鑰匙，拿回押金。必須在下午一點以前交回鑰匙。
4. Return all nametags to be re-used.  
交回所有的名牌，以便以後再用。
5. Fill out the evaluation form and turn it in with the keys and nametags.  
填寫退休會評價表，連同鑰匙和名牌一起交回。
6. Leave room doors unlocked when you leave.  
離開屋子時不要鎖門。
7. Empty trash bags into the trash cans outside the rooms.  
把屋裡的垃圾扔到外面的垃圾桶。
8. You are welcome to use the rest of all other camp facilities (excluding cabins and rooms) until 5 pm.  
你可以繼續使用營地的設施直到下午五點，宿舍除外。
9. All activities will be closed on Monday after lunch.  
週一午飯後再沒有活動安排。
10. Drive home safely. Please do not speed!  
回程小心駕車，請勿超速。