

## Directions

11957 SE Fuller Rd.  
Milwaukie, Oregon 97222

Take the I-205 exit #14 (SE Sunnyside Road/ Clackamas Town Center) and go west, past Clackamas Town Center Mall. Stay on SE Sunnyside Road, which after the 82nd Avenue & SE Sunnyside intersection (Toys R Us to the left) becomes SE Harmony Road. At the next light, turn right onto SE Fuller Road. You will pass La Salle High School, the Archdiocese of Portland Griffin Center sign will be the last driveway into La Salle's parking lot. Follow the drive way all the way back, we are set off of the main road.

HINT: If using GPS, once you turn onto Fuller Road, look for brown Griffin Center sign. GPS will take you to the front door of the high school.

## Guest Phone Number:

(503) 850-4946

Phone located in main kitchen will be the only phone answered during the weekend or evening hours if you need to contact a guest in your group.

## GC Manager Information:



Heather Wycoff  
Office Phone: (503) 652-7476  
Cell Phone: (503) 460-7838  
Email: hwycoff@archdpdx.org

Please call if you have any questions or issues that arise during your stay.

## Check Out Expectations:

- If furniture was moved, bring rooms back to their original configurations
- Check all bedroom windows, common room windows and exit doors to make sure they are closed and locked.
- Overnight guests, please complete check out list found in each of your bedrooms.
- All garbage is to be collected and emptied into kitchen garbage which will be then taken to the cans behind the Fireside Room.
- All recycling will be taken out to recycling cans behind the Fireside room.
- All dishes used, should be cleaned and put away
- Wipe down kitchen counters.
- Unplug coffee pots and hot water pots.
- Refrigerators will be emptied of all food, beverages, and condiments.
- Group leader, please return key, clip board of rooms used, checklist, and text or call the manager (if after hours) to let her know you have completed your stay.



## GRIFFIN CENTER

Archdiocese of Portland  
Retreat & Conference Center

## GUEST INFORMATION

11957 SE Fuller Rd.  
Milwaukie, Oregon 97222

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Stain glass in chapel

## Mission

The mission of the Griffin Center is to provide parishes and other archdiocesan entities a set of facilities to carry out the educational and catechetical mission of the local church.

## Facility

The facility has a four classrooms, one living room area, chapel, dining room, and fully stocked kitchen. There are 21 bedrooms, each room containing an individual bathroom, with bed and bath linens.

## Technology

Each classroom can be set up with a full media setup, this includes: a computer, DVD/Blu-ray, and either a flat screen or projector. Personal devices can be attached to speaker presentation equipment via HDMI cord. Apple devices will need adapter for HDMI cord. Please let the manager know ahead of your stay what your technology needs may be and your classroom will be setup appropriately.

## Internet

High speed internet is available via hard line to every presentation station. Wifi is also available; the wifi password is located in each classroom and near the front door. Due to the possibility of outages, any media needed from the internet, should be alternately downloaded before arrival, as a back up for smoothly run presentations.

## Kitchen

The kitchen is fully stocked with dishes, serving ware, and cook ware. If you use any items, please clean and return to their original position. Coffee and tea supplies are available to guests. There are two refrigerators, two microwaves, stove, and two ovens for your cooking needs. The older oven takes time to heat up, please give yourself plenty of time when preparing meals. Instructions for stove and coffee pots are displayed near each machine. Brita water pitchers can be found in the refrigerators and a water filter is attached to the sink in the main kitchen.

## Septic System

This building is on a septic system.

- When using the dishwasher, please rinse dishes thoroughly before starting machine.
- Only toilet paper can be flushed; no disposable wipes, feminine hygiene, or paper towels.
- Please do not pour cooking oil down the sinks.

## Building Temperature

This is an older building. The temperature is set for 72 degrees but can vary within four degrees depending on the room. Please do not adjust the temperature and dress accordingly if you heat up easy or get cold easily.

## Parking

There are 12 regular and 2 handicap parking spaces around the building. During weekends, excess parking is available at La Salle High school's parking lot (top of driveway). During the week, during school days, Christ the King Church parking lot will carry excess parking (next door). No parking in grass or emergency lanes.



Fireside Room—Comfortable living room for meetings or socials

## Overnight Accommodations

There are 15 single rooms and 6 double rooms for a total of 27 beds. Each bedroom has a bathroom with shower, twin bed, and desk. At the end of an overnight stay, the guest is required to change the linens and remake the bed. If this is not completed a \$10 charge per room will be added to the final bill. Things to bring: toiletries, alarm clock, and small fan if needed.

## Safety and Emergencies

- Due to on going safety of our guests, we request that outside doors are not unlocked all day but as needed.
- Flashlights/lanterns can be found in the main hallways in the cabinet with the fire extinguisher. Extra flashlights can be found in the closet in the sacristy.
- No open flames (candles or incense) are allowed in any bedroom. They can be used in common areas as long as they are in containers and monitored.
- Please close and lock all windows and doors before leaving the center.
- No smoking in the building.

## Mass & Adoration

We have the supplies for mass and adoration. If you plan on having these events, please let the manager know before your arrival. Communion service and morning mass is available next door at Christ the King, daily at 8am., 5:30pm Saturday, 8:30 am & 10:30 am Sunday morning.

## Testimonials

Visiting priests, outside the Archdiocese of Portland, participating in events will need a testimonial received by the Chancellor of the Archdiocese of Portland's before your event. The testimonial must be validated within the last six months.

## Printed/Copied Materials

Please make copies and printed materials before arriving at the center, there is no available machines for guests.