Accessible Hope Shalom Retreat Centre

The Shalom Retreat Centre (SRC) of Accessible Hope International is operated for the dual purpose of providing a place for AHI teams and administrative personnel to stay while in Sierra Leone, and to generate income for the program operations of AHI in Sierra Leone. Accessible Hope International strives to continually increase sustainability of its programs, with decreasing dependency on foreign funding. This guesthouse is a step toward that sustainability. All funds generated by the guesthouse above the cost of running the house go directly toward the programs and activities of AHI for the benefit of serving women affected by disabilities in Sierra Leone and around the world. It is also our prayer that our guests would find a place of rest and respite from the demands of ministry, a comfortable place to house and debrief teams, or just a place to take some time away from ministry.

Thank you for your contribution toward the development of women with disabilities in Sierra Leone! God bless you!

Rooms

The Accessible Hope SRC has a total of 8 bedrooms in 2 houses. The main house has 6 bedrooms, which sleep 2 people each. Two of the rooms on the main floor are ADA accessible for guests who need that accommodation. All rooms upstairs have a private balcony, private bathroom with hot water, and can be air-conditioned. The two disability-friendly rooms on the first floor share a bathroom.

Fees

Rooms (breakfast of bread with cheese or jam and tea/coffee included)

All rooms are $50 per night whether for 1 or two persons.
Room 1 (upstairs)  King Bed
Room 2 (upstairs)  2 single beds
Room 3 (upstairs)  Double bed
Room 4 (upstairs)  2 single beds
Room 5 (downstairs)  2 single beds
Room 6 (downstairs)  2 single beds
Room 7 (small house)  King bed
Room 8 (small house)  2 single beds

Discount rates for large teams (greater than 10 people) can be negotiated with Accessible Hope. The small house, which is a fully-furnished, self-contained house with living room/dining room, furnished kitchen, 2 self-contained bedrooms, an office/store and half-bath, is typically rented as a whole on a longer-term basis (by week or by month). However, for larger teams, these rooms can also be rented for the same price as the large house rooms.
Meals and Food (per person or item) | Adult | Child (under 10)
--- | --- | ---
Breakfast (extra – eggs, muffins, pancakes, etc) | Le 25,000 | Le 15,000
Lunch (rice & sauce) | Le 50,000 | Le 35,000
Dinner | Le 60,000 | Le 45,000
Cold Soft drinks | Le 8,000

Laundry

One level basket of clothes | Le 40,000
Extra washing of bedspreads or sheets | Le 50,000

Long-term stay rates can be negotiated with the international office by contacting admin@ahint.org or calling 901-775-9757 in the US.

Booking Reservation and Payment

All room fees should be paid online or by check to Accessible Hope International’s US office. It is preferable that rooms are paid for in advance. Meal fees should be paid in Leones in Sierra Leone to the Retreat Centre Manager, Rebecca Kamara. A receipt must be issued and a duplicate kept by the SRC Manager. If the room is available and occupied immediately, fees may be paid prior to occupancy or upon departure if the departure date is uncertain. Cancellations are refundable, minus a 15% administrative fee, if the guest cancels the reservation. If the guests need to reschedule the date, this can be done without a fee and the deposit applied to the new booking date.

Booking of rooms should be done online at www.AccessibleHope.org/SRC or by writing admin@ahint.org or calling 901-775-9757. If a party wishes to have exclusive use of the retreat centre, every room must be paid for by the exclusive party.

Accessible Hope teams and guests take priority over other guests. Whenever possible, those bookings will be made in advance. However, in an emergency when an AHI team or staff member is in need of lodging, other guests with reservations may be bumped from the guesthouse, or their room changed. In cases where the guest has to relocate to another facility, any deposits paid will be refunded. Once a reservation has been booked, the guest may check in at any point during the day reserved for arrival. If the guest does not arrive on that day and has not given notice of delay, the deposit and that night’s fee will be lost.

Staff

The Accessible Hope SRC employs two full-time staff members and 1 part-time cleaner. The two full-time staff members are the Retreat Centre Manager (Rebecca) and the Guesthouse Security Officer and Caretaker (Ali). The Retreat Centre cleaner is Patricia. She is deaf, but communicates fairly well with hearing people. The Manager/Hostess works from 7:00 am – 7:00 pm when guests are present. Other assistants will be hired if
the size of the group at the retreat centre warrants it. The Security Officer/Caretaker works from 6:30 pm – 7:00 am. On Sunday night there is a relief security officer on duty during the regular security’s night off. If you find a problem with the guesthouse (ie/ something in need of repair, something that needs to be purchased, etc.) please notify the Retreat Centre Manager. If there is a problem with one of the guesthouse staff, please notify the WOHSL Administrative Director (Abu Kamara – 076-299-475) or email as soon as possible.

**Food**

A light breakfast of bread with jam or cheese and tea or coffee will be provided for any guest who sleeps at the guesthouse. If a more substantial breakfast is desired (see list at the back of this manual), the guest will pay the breakfast rate listed above. Any guests wanting lunch or dinner should make those reservations in advance, preferably by 24 hours, but at least by the morning of the day the food is desired. Lunch will be local food (rice with sauce). Dinner will be other types of foods that are available locally. Food restrictions or allergies will be accommodated as much as possible. Please notify the Retreat Centre Manager in advance for food restrictions. If you are with a group, the entire group must decide on the same meal, and it will be served “family-style.”

Outside cooks may not be brought in by the guests for food preparation. Guests may feel free to eat outside the facility on their own, but may not bring in their own cooks to the facility. Guests may not prepare their own foods in the SRC kitchen, except by special arrangement, where they will keep their food separately and will pay a cooking fuel fee. Personal food that does not have to be cooked may be kept in the SRC fridge.

**Room Cleaning**

If you are staying in a room for an extended period, the room will be cleaned with your permission. If you do not wish to have your room cleaned, please communicate that to the SRC Manager. This also applies to the bathrooms within the bedrooms.

**Electricity**

Makeni has fairly consistent electricity, usually 24 hrs/day. Blackouts generally last less than 10 minutes. If there is a power outage that lasts beyond 20 minutes while guests are present, the generator will be run from 7:00 – 7:00 am. Each room is equipped with a power outlet strip, a ceiling fan and an air conditioner. If there is a problem with the electrical appliances in your room, please notify the Guesthouse Manager. Please be conservative with the electricity and turn off all appliances and lights when not in use or when you leave. If lights, fans or AC units are left running after the guests have left the premises, the Retreat Centre Manager will enter the room to turn them off. *When the generator is running, the AC units and the water heaters may not be operated.*

The power generated during electrical use is 240 volts. Please be careful when using electrical appliances. Neither Accessible Hope International, nor the SRC, is responsible
for damaged electrical appliances. Power surges are common and can cause appliance damage.

**Wi-Fi**

And Orange (Airtel) wifi device is available at the SRC. But because internet is paid for by data usage, you will need to buy “top-up” for the device to use while you are there. The SRC Manager can get this for you if you request it. There are flyers in the folder at the SRC with data package prices. Please check for the most current prices.

  Wifi:  AHI – SRC  
  PW:  Dignity

**Water**

Running water from the tank supplies the house. Water for the tank is pumped into the tank from a borehole well. There may be problems with the water supply at times, especially at the height of dry season (March – April). It is advisable to use the water with discretion so as not to run out or create excess work for the caretaker. Toilets should be flushed only when necessary. Please notify the caretaker or Manager of any water supply problem.

The borehole well on the SRC site supplies all of the water for the Centre. We do not recommend that the water from the well should be used for drinking. Guests should either bring their own drinking water, or use the US-approved water filter at the SRC for drinking water. Brushing teeth with the water in the sinks is safe, but at your own discretion.

**Laundry**

If you wish to have clothes laundered while staying at the guesthouse, you may request this service of the SRC Manager the night before. During rainy season, laundry will be done at the discretion of the SRC Manager, and you will need to allow 2 days for drying. Thus, clothes should not be washed the day before traveling, as they may not dry in time to pack.

If you soil a bed and the linens need to be washed prior to your departure, you should inform the SRC Manager so that new linens can be supplied and the soiled ones washed. Fees applying to this situation are outlined under “Fees.” Normally bed linens will be washed weekly and towels will be washed twice weekly.

**Supplies**

The guesthouse will provide and maintain the following supplies for guest use:

- hand soap  
- bar soap for showers  
- toilet paper  
- mosquito coils
- towels and bed linens
- cleaning supplies
- coffee, tea and condiments
- Filtered water
- Soft drinks*

* Additional cost

If you require other supplies, you may purchase them yourself, or request them from the SRC and pay the costs related to the purchase of such supplies.

The SRC does not provide mosquito nets for the beds. There are screens on all windows and doors at the Centre. If you notice mosquitoes or other insects in your room, please notify the SRC Manager and she will spray your room while you are gone. Mosquito coils may also be requested. **Please place mosquito coils on the floor on a paper, not on the furniture, as the coils can tip during the night and burn the furniture.**

If non-consumable supplies are found missing following a guest’s stay, replacement fees will be charged to the guest upon departure. This may also prohibit the guest from returning to the Retreat Centre. If a guest inadvertently breaks or destroys SRC property, this should be reported to the SRC Manager and payment should be made for replacement or repair.

**Security**

The Retreat Centre compound is relatively secure, however, anything can happen. **Please be sure that all external doors are locked prior to going to sleep at night.** If all guests have gone to bed and the security guard finds a door unlocked, he will wake a guest to lock the door.

During the day, a member of the Guesthouse staff should be present at all times and locking the house upon departure is not necessary when a staff member is present. Individual rooms may be locked at the guest’s discretion. We trust our staff, but guests should not leave valuable items or cash lying around in rooms or public areas of the house as a matter of prudence. **Again, if lights, fans or AC units are left on, the staff will enter the room in your absence to turn them off.**

**Policies**

The Shalom Retreat Centre is a smoke-free facility. Also, drunkenness and prostitution are not permitted on the compound. Guests who violate these policies will be asked to leave without a refund.
Contact Info

If you need assistance during your stay, please contact one of the following people:

Rebecca Kamara, Guesthouse Manager 075-877-333
Abu Kamara, WOHSL Administrative Director 076-299-475

You may be contacted by email to complete a short survey regarding your stay at our guesthouse. Thank you for helping us to improve our service!

Please sign the Retreat Centre guest book upon your arrival and provide us with your email address. It will only be used for following up on your stay here and will not be given out to anyone or used for solicitation.

If you wish to receive our email newsletter about the activities of Accessible Hope, you may subscribe on our website at www.AccessibleHope.org.

For any questions or concerns regarding the Shalom Retreat Centre – please contact our International office at:

Phone: 901-775-9757
Email: admin@ahint.org
Meal Options for the SRC

Meal choices will be made from this list (as available) by the SRC Manager. If you desire a particular menu item or have food allergies which prevent you from eating certain items, please communicate this to the SRC Manager. Vegetarian meals can be prepared if notified in advance.

Breakfast (Le 20,000 for other than bread, jam and tea/coffee)

- Pancakes
- Scrambled eggs
- Fried eggs
- Boiled eggs
- Banana or Pumpkin muffins
- Scrambled French Toast w/ syrup
- Donuts
- Bulgar or Oatmeal (hot cereal)
- Fruit or fruit salad (seasonal)

Lunch (Le 40,000 – all served over rice)

- Groundnut stew
- Potato Leaf stew
- Cassava Leaf stew
- Pumpkin stew
- Groundnut soup
- Boil soup
- Chicken ball stew
- Binch (Beans)
- Greens
- Kren-kren
- Jallof rice

Dinner (Le 50,000)

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<tr>
<th>Main</th>
<th>Sides</th>
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<tbody>
<tr>
<td>Roast meat kabobs</td>
<td>Chips (French fries)</td>
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<tr>
<td>Grilled chicken</td>
<td>Cassava fries</td>
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<tr>
<td>Roast chicken</td>
<td>Cucumber salad</td>
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<tr>
<td>Yams/potatoes/cassava with meat gravy</td>
<td>Akara (with pepper sauce)</td>
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<tr>
<td>Ebbeh</td>
<td>Fried plantain</td>
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<tr>
<td>Couscous with gravy</td>
<td>Steamed vegetables (in season)</td>
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<tr>
<td>Pasta with sauce</td>
<td>Lettuce salad (in season)</td>
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<tr>
<td>Luncheon meat &amp; fried potatoes</td>
<td>Sweet potato fries</td>
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<tr>
<td>Fried luncheon meat sandwiches</td>
<td>Fruit (in season)</td>
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<tr>
<td>Sardine sandwiches</td>
<td>Salad (cabbage, carrot, spinach)</td>
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<tr>
<td>Grilled chicken or veggie wraps w/ Lebanese bread</td>
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<tr>
<td>Veggie kebabs</td>
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