

Drinks

Coffees, hot chocolate, tea and mineral water are included in our conference and hotel prices.

Our two coffee machines are situated a) inside the Academy restaurant and b) next to the Restaurant entrance. We exclusively offer fair trade coffee products.

Cold drinks are available at the drinks machine in the entrance area.

Academy Restaurant

Please find below our restaurant opening times:

Breakfast	Monday until Friday	7 am until 9 am
	Saturday and Sunday	7.30 am until 9.30 am
Lunch		12 noon until 1.30 pm
Dinner		6 pm until 7.30 pm

Our Hotel bar ‚Schwerter Keller‘ and our clubroom

Feel free to relax in our basement ‚Schwerter Keller‘ bar with it’s cosy log fire or in our club room (ground floor). In summer our ‚Schwerter Keller terrace‘ is also open to guests.

Current opening times for the ‚Schwerter Keller‘ are available at reception.

Mass Services

You are welcome to visit our mass services in the chapel.

Saturdays at 6.45 pm, Thursdays at 9.30 am (please find exact details on the board in front of the chapel). Feel free to use the chapel for silent prayer at any other time.



www.akademie-schwerte.de



Guest Information



Katholische Akademie
Schwerte

Dear Guest,

welcome to the Catholic Academy Schwerte.

Below some useful information to make your visit as comfortable as possible.

Parking

There are two large guest car parks immediately after the entrance to our grounds. The car park which is directly in front of the building is exclusively reserved for disabled guests, deliveries and employees.

If you are travelling by bicycle we have special bike garages for storage. Please do not hesitate to ask at reception for further details.

Reception

The reception is normally open between 8 am and 11 pm.

Room keys

Our room keys can be used both, for the rooms and for our main entrance (please read the instructions posted on the wall next to the main entrance door)

Please remember to give your room key back to reception before leaving.

Smoking

All our rooms are non smoking rooms.

You will find ashtrays in our courtyard, on the terrace and in front of the conference rooms.

Night Curfew

Please keep the noise down to a minimum after 10 pm so that all guests can get a good night's rest.

Room Cleaning Service

If you wish for your room to be cleaned or a change of towels, please do not hesitate to place the appropriate door hanger on the outside of your door.

Pillows

The pillows in all our rooms are special orthopedic neck supporting pillows to avoid tenseness which causes neck and back problems.

If you prefer a different kind of pillow, please do not hesitate to ask at reception.

Telephone

Please enter -0- before you dial the required telephone number.

Reception: 510

Departure

We kindly ask our conference guests to vacate their rooms by 9 am.

Hotel guests must vacate their rooms by 10 am.

Please ask at reception if you require luggage storage.

Internet

We offer free Wifi throughout our premises – in the conference rooms, in the lobby and in all hotel rooms. Wifi codes are available at reception upon request.

You are welcome to use our guest computer on the ground floor with internet and printing facilities (extra fee).

Photocopies

Our receptionists will be happy to help if you need any photocopies (extra fee).

Postage stamps

Postage stamps are available at our reception desk upon request.

Fire alarm

In case of fire alarm, please vacate the building immediately and make your way directly to the main car park. Evacuation plans can be found in all rooms and corridors throughout the Academy.

Emergency Numbers

Police: 0110 Fire Brigade: 0112 Internal: 751

Liability

The Academy is only liable for damages within legal requirements.