



Cliveden Carriage House

6401 Germantown Avenue, Philadelphia, PA 19144 ● Phone: (215) 848-1777

Directions: Please use the address 98 East Cliveden Street, 19144 to pin the Cliveden Carriage House, where classes should meet. There is a gate to enter the property near the corner of Cliveden and Morton Streets. The property is also wheelchair accessible. Cliveden will put out a sign to help direct folks to the Carriage House.

Parking: Street parking is generally available on Cliveden and Morton Streets. Please do not park on the Cliveden grounds.

Personnel: Libbie Hawes is our contact; her email is lhawes@cliveden.org. If you'd like to see the space please contact caehlin@mtairylearningtree.org. Cliveden may have multiple activities on the property when MALT classes are in session. Please get in touch to coordinate locations for class set up. Cliveden staff is willing to preset tables and chairs for your class if coordinated in advance. Cliveden Rental Manager Caroline Slama will be the day-of site manager who will make sure the property is open and closed for MALT classes. Caroline will stay on site for the duration of the class in case you need assistance with the facility.

Building Info: The Cliveden Carriage House includes a large meeting room, restrooms and a small kitchenette with counter and sink space. Outdoor access to water and electricity and trash is available.

When you leave: Contact Cliveden staff when you are ready to depart so the building and property can be closed.

General Rules:

- Arrive early to allow plenty of time to get settled before students arrive. Cliveden staff will be available to let you in at least 30 minutes before you arrive, please let Cliveden staff know if you need more time to set up.
- Please **post MALT signs** to direct students to their class. Cliveden staff can help with this – please see them for guidance.
- Be flexible. Remember we are guests of Cliveden.
- Please bring your own supplies, including paper products and utensils.
- Please dispose of your trash in the trash and recycling cans provided.
- Have fun! Enjoy your course!