



MT. AIRY  
**LEARNING TREE**  
NEIGHBORS TEACHING NEIGHBORS

**Presbyterian Church of Chestnut Hill & Center on the Hill**  
**8855 Germantown Avenue, Philadelphia, PA 19118**

**\*\*ATTN INSTRUCTORS: DO NOT SHARE THIS DOCUMENT WITH YOUR STUDENTS\*\***

**Directions:** The church is on the east side of Germantown Avenue just north of Chestnut Hill Hospital. If traveling north on Germantown Ave. turn right into the driveway. The entrance you need is in the rear of the church.

**Parking:** Available in the lot at the rear of the church.

**Personnel:**

- **Rachel Cline** is our contact for classes taking place at the church. She can be reached at: 215-247-8855 or [rcline@chestnuthillpres.org](mailto:rcline@chestnuthillpres.org)
- **Mariangela Saavedra** is the Director of Center on the Hill, and can answer your questions or arrange for a site visit for classes scheduled through Center on the Hill: (215) 247-4654

**Building Info:** There is an accessible entrance located to the right of the main Center on the Hill entrance. The building is mostly accessible, except for the second floor of the church.

**Wifi password:** Network: PCCHGuest  
Password: PCCH8855

**General Rules for the Church:**

- **If your class takes place in the Church: please check with the MALT office about obtaining a key!**
- Arrive early to allow plenty of time to get settled before students arrive.
- Please post MALT signs to direct students to their class.
- Be flexible. Remember we are guests of the church.
- Turn off all lights, close any windows you opened, and leave the room as you found it - or better! Please close doors firmly when you leave & check that they are locked.

- Room Information:
  - **Widener Hall:** A large room with a stage, wood floors, and A/V setup. Accommodates very large groups.
  - **The Melcher Room:** Located on the third floor of the church, this room is not handicap accessible. There is an elevator that takes you to the second floor and a short flight of stairs up to the room. This is a large conference room with long tables and chairs. Accommodates up to 15-20 people.
  - **Chapel:** Large room with wood floors that can be arranged to your needs. Accommodates large groups.
- Have fun! Enjoy your course!

#### **General Rules for Center on the Hill:**

- Mariangela will set your room up to your needs and will be available for all classes taking place Monday - Friday 9:00AM - 5:00PM.
- If you are teaching a computer class, the laptops are in Rooms 3/4 (the large room just past Center on the Hill's desk), in a closet (2nd door from the left). You will need keys for the closet and laptop cases. There is a \$10 charge for lost keys.
- Room Information:
  - **Room 2:** Most art classes will take place in this space
  - **Rooms 3/4:** Laptops are stored here. Large room that accommodates larger groups and active classes.
  - **Harris Room:** A/V available, great for technology classes, couches available for discussion based classes.
- Have fun! Enjoy your course!