



Appleton Service Center Rental Information

4693 North Lynndale Drive
Appleton, WI 54913

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Training/Risk Management

There is always a potential for injury to participants and damage to property in every activity. This potential can be lowered by following safety practices, observing posted notices, participating in training, following standard health and safety practices, and using common sense.

During your stay, you are responsible for conducting a program of your own design that complies with all GSUSA guidelines (if a Girl Scout event) as well as all other applicable laws, codes and regulations.

If this is a Girl Scout event, please refer to *Girl Scout Safety Guidelines and Safety Activity Checkpoints* for information on activities and the appropriate girl to adult ratios for specialized activities.

Health & Safety

Space for the temporary isolation of a sick or injured person will be available in Friendship Room C.

Girl Scout groups are responsible for providing a qualified adult to provide basic health supervision (first aid, keeping medications in a safe place, seeking emergency care, securing/providing emergency transportation). A qualified adult must possess a current CPR and first aid certification from a nationally recognized provider.

Girl Scout groups should have the following information, in writing and available on-site, for all participants.

- Name and address
- Emergency contact names/numbers
- List of all known allergies or any health condition that may require treatment, restriction or other accommodations.
- For minors without a parent on site - signed permission to seek emergency treatment or a signed religious waiver.

Non-Girl Scout groups will be required to provide proof of insurance or Event Insurance for private parties prior to their event.

General safety guidelines include:

- Wear shoes at all times.
- Stay on designated trails (if applicable).
- All participants should be treated with respect according to the Girl Scout Law.
- Stay with a buddy at all times.

Kitchen Procedures

1. If the temperature in the refrigerator is above 40°F, please call contact number included in confirmation.
2. All garbage and rubbish containers in the kitchen and dining areas must be kept covered at all times except during food prep or clean up in the kitchen.
3. All dishes, equipment and food service utensils must be washed and sanitized after each use. If the temperatures are below 100°F for the wash cycle or 180°F for the rinse cycle on the commercial dishwasher, please call the Property Manager. If washing dishes by hand, the wash and initial rinse temperatures must be at least 100°F. Bleach should be used in the second rinse to sanitize. A 1/10 bleach water solution should be used to sanitize all surfaces and equipment between uses.
4. All dishes and food service utensils must be dried and stored in appropriate places between uses.
5. All persons serving food should minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F - 140°F. Food should be kept on the stove, or in the oven/refrigerator until served. Serving sizes should be small enough that food is not sitting on the table for long periods of time. Thermometers can be found in the utensil drawers to check food temps.

**Coffee, tea, creamer and sugar is provided for all groups at no additional cost. The supplies are kept in the commercial kitchen above the coffee maker.

A list of the kitchen procedures can be found in a binder located by the phone in the small kitchen and by the door in the commercial kitchen.

Keys

Access cards can be picked up at the Appleton service center by making arrangements by emailing propertyreservations@gsnwgl.org or calling 888.747.6945. There is a security system in the building which may need to

be disarmed before entering. Arming and disarming the system will be discussed when you set up an appointment to pick up the access cards.

Keep your access card with you at all times to avoid getting locked out of the building during your stay.

Access cards should be returned to the service center within **two** days of your stay. There is a night deposit box that can be used if it is after hours.

Reservation Cancellations

Cancellation of a reservation at a GSNWGL property must be made in writing to GSNWGL at least four weeks before your reservation date in order to receive a refund of all fees paid. Refunds cannot be made for cancellations made less than four weeks in advance.

If your reservation needs to be cancelled due to weather conditions or other site emergencies beyond our control, you will be notified. A refund will be made if your reservation cannot be rescheduled.

Refund requests must be sent to propertyreservations@gnswgl.org or 4693 N Lynndale Drive, Appleton WI 54913, Attn: Property Reservations.

Prohibited

- Smoking is not allowed on any GSNWGL properties
- Illegal drugs
- Pets
- Firearms/weapons and hunting

Insurance

For non-Girl Scout groups, you are required to provide a certificate of insurance from your organization listing GSNWGL as additional insured if possible.

If a Girl Scout group has non-registered participants at their event, additional activity will have to be purchased to cover those participants. Please contact insurance@gnswgl.org or Property Administrative Assistant for more information.

In Case of Emergency

Emergency procedures and numbers are located in a binder by the phones in each room. These procedures pertain to fires, accident/health emergencies, severe weather, lost campers, and carbon monoxide. Please take a few minutes to read these procedures so you can be prepared in the event of an emergency.

A weather radio is located in the commercial kitchen. Please plug in and listen for watches and warnings if the weather looks threatening.

There is a carbon monoxide/natural gas detector located in the Training Room, the Friendship Room and in the main corridor across from the commercial kitchen. Follow the emergency procedures in the binders if the alarms should go off.

Emergency transportation is available through local emergency response groups by calling 9-1-1. Groups will need to provide all non-emergency transportation.

If a major maintenance problem should arise with the heating/cooling, electrical, or plumbing, please call contact number included in confirmation. **DO NOT CALL A REPAIR PERSON!**

Wi-Fi

Wi-Fi is available, the name of the service is GS Guest Wireless and the password is 8887476945

Telephones

Telephones are located in the Friendship Rooms, Training Rooms and each kitchen. Incoming calls can be made by calling 920.955.3375 for Friendship A, 920-955-3376 for Friendship B, 920.955.3378 for Training B, 920.955.3381 Commercial Kitchen, or 920.955.3380 for the small kitchen.

In order to dial out (for local calls only) dial 920 and then the phone number.

Parking

The main parking area is located northwest of the building. All vehicles are to be parked in the main parking lot. Parking is limited to 45 stalls. All posted signs should be followed.

Arrangements can be made to use the Bubolz lots if needed, starting with their back lot first. Out of courtesy to our neighbor, please make the request as soon as possible by calling 920-731-6041.

No passengers are allowed to ride in any vehicles or parts of vehicles not designed for passenger use (i.e. the back of pick-up trucks). **Use of snowmobiles, all-terrain vehicles, and bikes of any type ARE NOT permitted on the Girl Scout or Bubolz properties.**

Miscellaneous but Important Procedures/Information

- **Set-up and Clean Up:** You will be responsible for the set-up and clean up of the tables, chairs, and the room. If items are removed from a room, please make sure that the item is put back upon departure.
- **Fires:** Must only be built in fire scars. Basic firefighting equipment (water-filled fire pails, rake/shovel) must be present. All outdoor fires must be out before your group leaves the site. **PLEASE DO NOT BURN GARBAGE.** Firewood is available for your use. Please use this resource conservatively and make every effort to limit the amount of firewood you burn. As Girl Scouts we must use our resources wisely and we ask for your cooperation when using firewood at any of our council facilities. You will need to bring matches
- **DO NOT PROP OPEN DOORS! This not only compromises our heating/cooling system, but it allows for numerous prairie creatures to enter our facility.** The air circulation system (fans/blowers) will always be running – this is for your own health and comfort.
- Mattresses for sleeping and outdoor cooking equipment are located in the closet in Friendship Room C. Please put items back cleaned and sanitized as outlined on the Cleaning Checklist.
- If you need lights in the event the automatic timer shuts them off, there is an override switch located in the volunteer resource room on the same wall as the water fountain about 6 feet up (just above the Mary L. Keller plaque).
- All entryways should remain clear of tables, chairs, and other objects.
- Please do not tape or tack anything to the walls, dividers, or ceiling.
- Do not use paint in any of the rooms that are carpeted.
- Please see the Cleaning Checklist for general housekeeping duties upon departure.
- The Girl Scouts of the Northwestern Great Lakes, Inc. is not responsible for personal equipment, belongings or vehicles. We suggest that valuables like jewelry, stereos, cash, etc... be left at home or locked in the trunk of your vehicle.

Recycling & Garbage

All garbage cans must be emptied before departure and relined with garbage bags. Bags should be tied before being put into the dumpster in the back of the building by the garage. No garbage should be left along the side of or on top of the dumpster. Please be sure all lids are closed to prevent animals from getting into the garbage. Extra garbage bags (both small and large) can be found in the kitchen to the right of the towels.

All groups are encouraged to recycle. Recycling bins are available for commingled recycling in both the Friendship and Training rooms. All recycling containers must be emptied before departure. The recycling dumpster is also located in the back of the building by the garage.

Gordon Bubolz Nature Preserve

Located adjacent to the Appleton service center, groups are welcome to use the trail system for hikes. **All rules and posted signs must be followed.** Please stay on the designated trails. Picking or pulling of plants is **NOT** allowed.

Bubolz hours MUST be observed. Trail hours are posted on the gate by their parking lot. Please follow the posted signs and please do not hike on the ski trails.

For information on program options offered, please contact them at 920-731-6041 or visit their website at <http://www.bubolzpreserve.org>.

Failure to comply with council policies and procedures could result in an additional fee being charged.

Remember, “A Girl Scout always leaves a place better than they found it.” If you are a non-Girl Scout group, please set a good example for our girls.

Appleton Service Center Cleaning Checklist

Please complete this list and leave in the facility for the Property Manager to review.

Friendship and Training Room(s)

- Place garbage in large trash cans in commercial kitchen. **If these become full, please take garbage out to the dumpsters (behind the building).** Extra bags in kitchen to the right of the towels.
- Place recyclables in appropriate blue receptacles. **If full, please take recyclables to the appropriate dumpster behind the building.**
- If any items were removed from the rooms, please return them to where they were taken from.
- Wash all tables and chairs with disinfectant (found in spray bottles in the commercial kitchen).
- Clean any used sleeping mats with disinfectant (found in spray bottles in the commercial kitchen) before putting them away.
- Vacuum floors (vacuums are located in the storage room in Friendship C storage closet).
- Sweep/mop tile floor in Friendship C (brooms and mop are in Commercial kitchen).
- Verify that all doors that lead directly outside are closed (Friendship Room only).
- Turn off all lights and fireplace.
- Sweep/Mop main hallway

Kitchen(s)

- All counter tops washed with disinfectant (found in spray bottles in the commercial kitchen).
- Remove items from refrigerator(s). **DO NOT LEAVE LEFTOVERS BEHIND.**
- Stove burners and oven turned off. Oven and stove top wiped clean with a wet rag.
- Microwave wiped out and cleaned with disinfectant.

Kitchen(s) (continued)

- Dishes cleaned, dried and returned to proper storage area.
- Pots and pans cleaned in dishwasher.
- Kitchen sinks wiped clean and food debris from sink traps removed and thrown in garbage.
- Dishwasher turned off and drained. Don't forget the booster heater (see operating instructions on dishwasher).
- Coffee maker unplugged and washed.
- Weather radio unplugged/turned off if used.
- Floors swept and mopped (brooms and mop are in Commercial Kitchen.).

Restrooms

- Wipe down counters and sweep and mop floors.
- Place garbage in large trash cans in commercial kitchen. **If these become full, please take garbage out to the dumpsters (behind the building).**

Grounds and Outdoor Equipment

- Put out all fires. Clean and rake fire scars.
- Partially burned logs are left in fire scar. **COLD** ashes disposed of in cans marked "Ashes". **(Do NOT put ashes or partially burned logs in dumpster)**
- Fire pails emptied, cleaned, dried and returned to storage room in Friendship Room C.
- Any used equipment cleaned and put back in Friendship C storage closet.
- Litter picked up around building, courtyards, parking areas, and any other areas used.

Leaving Building

- Turn off all lights in bathrooms and hallways.
- Close and lock exterior doors.
- Set alarm (if you are last one in building).
- Leave keys in the night deposit box.

Items that need to be repaired/replaced are missing or needed:

Signature of Troop/Group Leader

Date

**Failure to comply with this checklist could result in an additional fee being charged!
Thank you for using our facility and for helping us to keep it beautiful!**

Directions to the Appleton Service Center

4693 North Lynndale Drive, Appleton, WI 54913-9614

From the Northeast:

Go south on Highway 41 to the Richmond Street exit. Follow the exit ramp to the right on to Richmond Street. At the second stoplight, turn left on County Road JJ. Follow to the roundabout, completing a left turn onto County Road A/Lynndale Drive. Follow County Road A south about one mile. The driveway, shared with Gordon Bubolz Nature Preserve, is on the right side of the road. The Appleton service center is the first building on the left.

From the Northwest:

Follow Highway 47 south to County Road JJ. Turn right on County Road JJ. Follow County Road JJ to County Road A/Lynndale Drive. Turn left onto County Road A/Lynndale and follow about a mile. The driveway, shared with Gordon Bubolz Nature Preserve, is on the right side of the road. The Appleton service center is the first building on the left.

From the West:

Highway 10 to Highway 96. Turn right (east) onto Highway 41 North to the Northland Avenue exit. Follow the exit ramp to the right onto Northland Avenue. Turn left at County Road A/Lynndale Drive. Follow County Road A/Lynndale Drive north about two miles. The driveway, shared with Gordon Bubolz Nature Preserve, is on the right side of the road. The Appleton service center is the first building on the left.

From the South:

Go north on Highway 41 to the Northland Avenue exit. Follow the exit ramp to the right onto Northland Avenue. Turn left onto County Road A/Lynndale Drive. Follow County Road A/Lynndale Drive north about two miles. The driveway, shared with Gordon Bubolz Nature Preserve, is on the right side of the road. The Appleton service center is the first building on the left.

