



Camp Birch Trails Rental Information

W5860 Olivotti Lake Road
Irma, WI 54442

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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

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 should 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.
- Leaders/coordinators of user group should have a method in place to screen the background/check sex offender status of any adults with responsibility or access to youth, prior to rental.

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 the Property Manager.
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 commercial dishwasher (if applicable) temperatures are below 100°F for the wash cycle or 180°F for the rinse cycle, please contact 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.

Keys

Keys for the Dining Hall, Yurts, and Tack House can be found in the lock box on the Administration Building. Keys should be returned to the lock box after your event.

Graebel has a keyless entry. **Keeps this combination with you at all times to avoid getting locked out of the building during your stay.**

We have also added a gate to the entrance of CBT. The gate has a simple 4 digit code, it will be provided to you when you make a reservation.

All codes will be sent to you in your confirmation letter and provided by property staff via phone call the week before your rental.

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 of the properties
- Alcohol or 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 phone in Graebel Lodge. They are also available for the rental of the yurts, cabins, or platform tents. 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 also located in Graebel Lodge. Please plug in and listen for watches and warnings if the weather looks threatening.

There is a carbon monoxide/natural gas detector located in Graebel Lodge. 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 the Property Manager. **DO NOT CALL A REPAIR PERSON!**

Telephones

A telephone is located in Graebel Lodge. Incoming calls can be made by calling 715-536-6888. Calls can be made on this phone for local numbers or emergency only.

If renting other facilities, you will need to provide your own cell phone.

Parking/Gate

There is limited parking at many of the buildings on camp and some vehicles may need to park in the main parking lot adjacent to the large field. For safety purposes, there is no parking allowed on any of the camp roads.

There is a gate at the camp entrance which should remain open during your stay in case of an emergency. When no one is in camp and upon departure, please close and lock the gate.

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 properties.**

Geocache

There is a geocache located at this camp. Once found, you must leave an item to take an item. Please follow these very simple guidelines so that all may enjoy the fun of this activity.

- 1) I'm the newest building on camp – named after the girl who was the President of her Brownie troop back in the 50s. **(Graebel)**
- 2) 1,2,3,4,5 – Hatchet Haven to Pep and all cabins in between **(Outlook Ridge)**
- 3) You could take me as a shortcut across the water to the ropes course – don't cross me as I need an authorized instructor present. **(New Bridge)**
- 4) Are you hungry? I can feed up to 150 people at the same time. Are you dining inside or outside? **(Dining Hall)**
- 5) Raise the ensign and ring the bell. **(flagpole and dinner bell)**
- 6) Is the troll charging a toll today? Cross with care. **(double bridge near Path of Truth)**
- 7) "Peace" **(Peace pole before the Path of Truth)**
- 8) "Caring" to "Honest and everything in between. **(Signs on Path of Truth)**
- 9) How Tack(y) is that? **(Tack House)**
- 10) Ring, Ring – the phone is for you. **(Phone box at Waterfront)**
- 11) Hungry for pancakes? Put some of this on them. **(Maple)**
- 12) How much of this can a woodchuck chuck? **(wood pile @ Maple)**
- 13) Many people sing around this. **(fire circle @ Maple)**
- 14) I was huge many years ago, before someone downed me. Now I'm home to a secret treasure. **(Geocache in old stump)**

N45 degrees 18.005'

W089 degrees 43.191'

Platform Tents/Yurts

Please refer to the Equipment Inventory List for what items are provided with these rentals. If there is something you do not see on the list, a request can be made and we will accommodate, if possible.

Miscellaneous but Important Procedures/Information

- **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 troop/group leaves the site. **PLEASE DO NOT BURN GARBAGE.** You will need to bring matches.
- **Firewood:** Firewood for burning in fireplaces or cooking an open fire outdoors will be available. Although we strongly encourage these activities to get the true camp experience, it does not mean we have an endless supply of firewood stockpiled for this purpose. We ask that when using firewood at any of our camps, that you keep in mind that the supply of firewood is not endless and it is for everyone's 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. Do not cut down trees – chainsaws are not allowed at all!
- **Ropes Course:** Only available when a council staff member is present or when the group can provide written documentation of an instructor with certification, training or experience. The Outdoor Program Manager must give permission for use before the group attends camp.
- **Snow Removal:** If it snows during your stay, the adults using the site are responsible for shoveling all exits and fire escapes.
- **Set-up and Clean Up:** You will be responsible for the set-up and clean-up of the tables, chairs, and the room. Please see the Cleaning Checklist for general housekeeping duties upon departure.
- All entryways should remain clear of tables, chairs, and other objects.
- Please do not tape or tack anything to the walls, dividers, or ceiling.
- 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 groups are encouraged to recycle. All garbage cans must be emptied before departure and re-lined with garbage bags. Garbage may be put in the dumpster on the way out of camp. See Cleaning Checklist for more information.

There is an electrical fence around the dumpster at CBT. You will need to unplug the electrical fence first. The switch is on the outside corner of the garage (corner closest to the dumpster). **Plug back in when finished.**

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.**

Camp Birch Trails Cleaning Checklist

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

BUILDINGS

- Wipe down mattresses with disinfectant and dry (**NOT mattresses in Graebel**)
- Clean & sweep out fireplace (put ashes in can outside marked "ASHES", or nearest fire circle)
- Close fireplace damper (directions on wall next to fireplace)
- Turn "off" fireplace blower/fan (directions on wall next to fireplace)
- Wash all dishes, pots, pans, and cooking utensils; return to proper storage area
- Remove all food from refrigerator and Freezer
- Wipe down inside of refrigerator (leave on)
- Scrub all sinks (use posted stainless steel cleaning instructions for all stainless steel sinks)
- Wipe off tables or tablecloths with disinfectant (if covered with tablecloths)
- Clean stove top, burners, & inside of oven (use posted glass stovetop cleaning instructions)
- Wipe off all countertops (use posted stainless steel cleaning instruction for all stainless steel countertops)
- Sweep & mop all floors (including porches and entrance areas)
- Vacuum all carpeted areas (including all entrance mats/rugs)
- Put furniture back in place
- Clean bathroom toilets (toilet bowl, toilet bowl rim, top/underside of toilet seat)

BUILDINGS (continued)

- Clean all bathroom mirrors
- Clean all bathroom sinks including faucet fixtures
- Wipe down and disinfect shower stalls (Graebel Lodge, if used)
- Close & lock all windows
- Remove all unused firewood from lodge or Building
- Turn off all ceiling fans
- Turn off all lights
- Turn thermostat back to 55 degrees (winter)

TENT/YURT SITES

- Wipe down mattresses with disinfectant and dry
- Sweep platform(s) (including underneath beds)
- Tie down all platform tent flaps
- Clean and wipe out hand wash station (if used)

ALL SITES

- Check all water faucets (ensure they are off)
- Clean and disinfect shower house (if used)
- Sweep out & disinfect latrines (if used)
- Lock all doors/windows (if applicable)
- Clean and rake fire circles (if used)
- Pick up any litter around the area and Beyond
- Empty all trash cans and put garbage in dumpster. You will need to unplug the electrical fence first (plug-in is under the rubber flap on corner post). **Plug back in when finished.**
- Return keys to the lock box (if applicable).

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!**

