



Camp Del O'Claire Rental Information

3607 Northwestern Avenue
Schofield, WI 54403

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

There is a freezer in the basement of Alexander for you to use. Please remove all your items from here when upon your departure.

Keys

Alexander Lodge has a keyless entry. Please keep this combination with you when you leave the building to avoid any unnecessary calls to the Council. Keys for Heinzen Memorial Lodge are kept in a secure lock box. Keys should be returned to the lock box upon your departure.

All codes will be sent in your confirmation letter.

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@gsnwgl.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@gsnwgl.org or Property Administrative Assistant for more information.

In Case of Emergency

Emergency numbers are posted near the phones in the lodges. Emergency procedures are located in a binder near the phone. 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 Alexander Lodge. Please plug in and listen for watches and warnings if the weather looks threatening.

There is a carbon monoxide/natural gas detector in Alexander Lodge. Follow the emergency procedures in the binder 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

There is no phone located at camp. Cell service is available for most major carriers.

Parking/Gate

The main parking area is located right in front of Alexander Lodge. There is a gate to enter the camp; however, this gate is not locked. It can be opened without a key, and it should remain open during your stay in case of an emergency. If there is an emergency, someone should be in the main parking area to direct the emergency vehicle. When no one is in camp and when you leave, please close the gate again.

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) Thank you Judd and Walter for this beautiful building. **(Alexander Lodge)**
- 2) Like Nature? **(Nature Center)**
- 3) Say Hi to Robert & Jeanette Isberner **(Names on donor plate for flagpole)**
- 4) Follow the pine needle paved path.
- 5) 1 to 27 (that was a lot of steps) **(stairs leading down to Arts & Crafts Lodge)**
- 6) That's a big opening in the bottom of that tree stump – stand inside (photo op) **(large tree stump on left side of driveway)**
- 7) “No smoking” **(sign on driveway)**
- 8) How much of this can a woodchuck chuck? **(wood pile @ Arts & Crafts Lodge)**
- 9) 1, 2 fire circles **(fire circles behind Arts & Crafts Lodge)**
- 10) Bridge closed – go back.
- 11) “Start” **(4” X 4” post at start of trail leading back to Alexander Lodge)**
- 12) The river sure has a lot of power – see all of the washed up trees.
- 13) Jack & Jill fell down this. **(small hill on trail)**
- 14) What is the temperature outside? **(thermometer on 4” X 4” post on trail)**
- 15) See the enormous pine tree? Oops – you've gone too far!
- 16) Look around – it's here somewhere.

N44 degrees 55.620'

W089 degrees 34.763'

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 over 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!
- **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.

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 Del O'Claire Cleaning Checklist

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

ALEXANDER/HEINZEN/NATURE CENTER

- 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, & 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/tablecloths with disinfectant
- 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

BUILDINGS (continued)

- Clean bathroom toilets (toilet bowl, toilet bowl rim, top/underside of toilet seat)
- Clean all bathroom mirrors
- Clean all bathroom sinks including faucet fixtures
- Wipe down and disinfect shower stalls (Alexander Lodge only if used)
- Close & lock all windows (shutters too if at Heizen)
- Remove all unused firewood from lodge or building
- Turn off all ceiling fans
- Turn off all lights
- Turn thermostat back to 55 degrees (winter)
- Lock all doors (if applicable)

ALL SITES (including primitive campsites)

- Check all water faucets (ensure they are off)
- Clean and rake fire circle (if used)
- Pick up any litter around the area and beyond
- Empty all trash cans and put garbage in dumpster

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!**

Camp Del O'Claire Directions and Map

3607 Northwestern Avenue, Wausau, WI 54403

From the North

- Follow Highway 51 (south) to Highway 29 (east)
- Follow Highway 29 (east) to Highway X/Camp Phillips Road
- Turn left (north) on Camp Phillips Road (travel 2.4 miles to Northwestern Avenue)
- Turn left (west) on Northwestern Avenue (0.3 miles to Camp Del O'Claire)
- Turn left (south) into Alexander Lodge Entrance

From the South

- Follow Highway 51 (north) to Highway 29 (east)
- Follow Highway 29 (east) to Highway X/Camp Phillips Road
- Turn left (north) on Camp Phillips Road (travel 2.4 miles to Northwestern Avenue)
- Turn left (west) on Northwestern Avenue (0.3 miles to Camp Del O'Claire)
- Turn left (south) into Alexander Lodge Entrance

From the East

- Follow Highway 29 (west) to Highway X/Camp Phillips Road
- Turn right (north) on Camp Phillips Road (travel 2.4 miles to Northwestern Avenue)
- Turn left (west) on Northwestern Avenue (0.3 miles to Camp Del O'Claire)
- Turn left (south) into Alexander Lodge Entrance

From the West

- Follow Highway 29 (east) to Highway X/Camp Phillips Road
- Turn left (north) on Camp Phillips Road (travel 2.4 miles to Northwestern Avenue)
- Turn left (west) on Northwestern Avenue (0.3 miles to Camp Del O'Claire)
- Turn left (south) into Alexander Lodge Entrance

