



Eau Claire Service Center Rental Information

4222 Oakwood Hills Parkway
Eau Claire, WI 54701

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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 (for Girl Scout events) 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 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 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.

Keys

Please refer to the confirmation letter for whom to contact for key arrangements. The door will automatically lock when you leave the building. Make sure that you have your key with you at all times. You will not be able to re-enter without your key!

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 and/or illegal drugs
- Pets
- Firearms/weapons

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 procedures and numbers are located in a binder in the kitchen. 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.

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 not a telephone in the conference room or kitchen. It is recommended that you bring a cell phone for your use during the event.

Parking/Gate

Parking is available in the main lot outside of the building.

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).

Miscellaneous but Important Procedures

- **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 garbage should be placed in the garbage cans located in the conference room and kitchen area. All groups are encouraged to recycle.

You do not need to empty the garbage cans upon departure unless they are completely full.

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.

Eau Claire Service Center Cleaning Checklist

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

CONFERENCE ROOM

- Close all windows and blinds.
- Garbage can be left if not completely full; otherwise, empty and take out to dumpster. Reline garbage cans.
- Place recyclables in appropriate blue receptacles (in kitchen)
- Tables and chairs returned to original position
- Wash all tables and chairs with bleach water (found in spray bottles in the kitchen)
- Vacuum floors (the vacuum is located in the storage room closet)

KITCHEN

- Remove items from refrigerator(s) (DO NOT LEAVE LEFTOVERS BEHIND)
- Coffee maker unplugged and washed (if used).
- Microwave and toaster wiped out and cleaned (if used)
- Dishes cleaned, dried and returned to proper storage area. Dishwasher can be used
- Dishwasher turned off and emptied (if used)
- Kitchen sinks wiped clean and food debris from sink traps removed and thrown in garbage
- Stove burners and oven turned off. Oven and stove top wiped clean with a wet rag
- All counter tops washed with bleach solution (found in spray bottles in the commercial kitchen)

- Weather radio unplugged/turned off (if used)
- Floors swept (brooms are next to soda machine in kitchen).

BATHROOMS (only adults to clean)

- Outside of toilets cleaned with cleaner and paper toweling (under kitchen sink)
- Inside of toilets cleaned with toilet bowl cleaner and scrubbed with the toilet brush (under kitchen sink). Flush after cleaning
- Replace toilet paper if needed
- Vanity area and mirror cleaned with cleaner and window cleaner (under kitchen sink)
- Garbage emptied and bags replaced
- Floors swept and mopped

OUTDOORS

- Litter picked up around building, courtyards, parking areas, and any other areas used

LEAVING THE BUILDING

- Heat returned to normal setting (press Run Program on pad)
- Turn off all lights in conference room, kitchen, and bathrooms
- Leave key on kitchen island before exiting
- Close door – it will automatically lock

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!**

Eau Claire Service Center Directions

4222 Oakwood Hills Pkwy
Eau Claire, WI 54701

From the North

- Follow Highway 53 (south) to Golf Road
- Turn right onto Golf Road
- Turn right onto Oakwood Hills Parkway
- Building is located on the left – you will have to actually drive past the service center and turn around in order to access the driveway

From the South

- Follow Highway 53 (north) to Golf Road
- Turn left onto Golf Road
- Turn right onto Oakwood Hills Parkway
- Building is located on the left – you will have to actually drive past the service center and turn around in order to access the driveway

From the East

- Follow I-94 (west) to Highway 53 (north)
- Follow Highway 53 (north) to Golf Road
- Turn left onto Golf Road
- Turn right onto Oakwood Hills Parkway
- Building is located on the left – you will have to actually drive past the service center and turn around in order to access the driveway

From the West

- Follow I-94 (east) to Highway 53 (north)
- Follow Highway 53 (north) to Golf Road
- Turn left onto Golf Road
- Turn right onto Oakwood Hills Parkway
- Building is located on the left – you will have to actually drive past the service center and turn around in order to access the driveway