



# **Camp PowLow Rental Information**

911 East Airfield Road  
Gwinn, MI 49841

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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.

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 Assistant Site 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 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

The lodge at Camp Pow-Low has a keyless entry lock. The combination for the lock will be sent to you the week of your event. Please keep this combination with you when you leave the building to avoid any unnecessary calls to the council.

## 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](mailto:propertyreservations@gsnwgl.org) or 4693 North Lynndale Drive, Appleton WI 54913, Attn: Property Reservations.

### **Prohibited**

- Smoking is not allowed on any GSNWGL properties
- Alcohol and/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](mailto:insurance@gsnwgl.org) or Property Administrative Assistant for more information.

### **In Case of Emergency**

**Emergency procedures and numbers are located in a binder by 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 the lodge. Please plug in and listen for watches and warnings if the weather looks threatening.

There is a carbon monoxide/natural gas detectors located in the lodge. Follow the emergency procedures in the binder if the alarm 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 Assistant Site 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**

You may park anywhere near the lodge or whatever facility you are renting. During the winter if camp has not been plowed, you may utilize the neighbor's (Bob Ranta) driveway/yard and hike in. You do not have to call ahead to notify him or his family.

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 property.**

### **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. Outside of the lodge, look straight at the lake.
2. Turn to the right and trek to the trailhead.
3. Follow the trail keeping the lake on your left.
4. Search your coordinates, you will find your cache before the trail ends.
5. Elevation 1115 ft.; N 46° 16.341' W 087° 22.416

### **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.** Firewood is available. 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.
- **Hot Water Heater:** To turn on the hot water heater you will need to go to the breaker box in the mud room. The breaker that controls the hot water heater is clearly marked and will just need to be turned on. Please turn off this breaker prior to departure.
- **Water Pump:** The switch to turn on the water pump is to the right of the circuit breakers. Turn on upon arrival, and turn off 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 cans must be emptied before departure and relined with the blue garbage bag. Garbage should be placed in the can on Airfield Road as you are exiting camp.

All recycling items need to go back with you.

**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 PowLow Cleaning Checklist

*Please complete this list and leave in the kitchen for the Property Manager to review to avoid any additional charges. Thank you for your help.*

## **UPON ARRIVAL AT CAMP: Enter through the camp gate left of Camp PowLow sign**

- Lodge and shower house doors are keyless entry; code will be provided with completed reservation; it will relock after use.
- Keys for garage, mechanical room, back door, and toilet paper holders, supplies cabinet are located in the kitchen drawer next to the hand sink.
- Turn on Air Mixer in mechanical room; panel #1, breakers #13, #23; it is on a timer to turn off 10 p.m. and on 7 a.m.
- Kitchen stove operates with kitchen wall switch in on position.
- Mechanical room is at the end of the sidewalk, right-rear side of building near drinking fountain.
- Chest freezer, washer, dryer, and mop sink are located in mechanical room.
- Keep all exits clear in any sleeping facility.
- Keep couches and cushions away from the baseboard heaters by at least one (1) foot or more.
- Turn up thermostats as needed.

## **BEFORE DEPARTURE: Lodge**

- Dishes, silverware, etc. cleaned and put away. Do not put food scraps or craft remnants down the drain.
- Place all dirty dish towels and cleaning rags on top of clothes washer in mechanical room.
- Stove and lights turned off, windows closed and locked and all thermostats @ 58°.
- Fire completely out and cold ashes removed from the fireplace in ash can. Damper shut on chimney (handle horizontal). Partially burned logs save in fire place for future use. COLD ashes disposed in ash can outside left of kitchen back door. Secure lid. All fire tools returned to the fireplace area.

- Replace a small amount of firewood in the wood carrier by fireplace.
- Turn off Air Mixer in mechanical room; panel #1, breakers #13, #23; turn off water heater
- Floors swept and wet-mop any spills throughout Lodge. Mops hung in the mechanical room to dry.
- Please help Camp Pow Low shrink the waste stream! Recycle all items, crush/flatten in bins & take back with you what you can.
- Collect lodge/bathroom trash from all containers and deposit in blue bags.30# per bag. Blue bags should be placed in any Pow Low cans by Airfield Road. Outdoor waste cans to be handled by Property Manager.
- In winter, all snow shovels returned to inside of lodge by the doors.

## **Bath & Shower House**

- Clean mirrors, wash sinks & counter tops.
- Sweep & wet mop floors. Be sure things are not left behind.
- Look! There are hooks for towels and bags under the bathroom counter.

## **Platform Tents/Latrines/Storage/Misc.**

- Sweep the latrine and platform tent floors.
- Tent flaps down and tied. Sites cleaned.
- To be completely out, douse all fires with water and stir coals.
- Sweep pavilion, clean and return picnic tables to found positions.
- All equipment returned to proper storage.
- Garage door and side door closed & locked.
- Return keys to kitchen drawer by hand sink.
- CLOSE ALL GATES TO CAMP

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

**Signature of Troop/Group Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Camp PowLow Directions and Map

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## From the North:

Head south on CR 553. CR 553 will end at MI Highway 35. Take a left on M-35. Follow M-35 south to Airfield Road. Turn right on Airfield Road. Follow for about 1 mile and turn right at the Camp PowLow sign. Turn left at the gate.

## From the South:

Follow US Highway 41 North to M-35. Follow M-35 north to Airfield Road (approximately 38 miles). Turn left on Airfield Road. Follow for about 1 mile and turn right at the Camp PowLow sign. Turn left at the gate.

## From the West:

Follow M-28 east. Continue to head east on US 41/M-28. Take a right onto M-35 (just past the Negaunee State Police station). Follow M-35 until you reach CR 480 (it is a four way stop). Take a left on CR 480. You will come to another four way stop, with CR 553. Take a right and head south on CR 553. CR 553 will end at M 35. Take a left on M-35. Follow M-35 south to Airfield Road. Turn right on Airfield Road. Follow for about 1 mile and turn right at the Camp PowLow sign. Turn left at the gate.

## From the East:

Follow MI Highway 28 west towards Munising. Just before you reach the Munising city limits, continue to travel west on MI Highway 94. Take a right on M-94/M-67. Take a left on M-94 and follow west to US 41. Go across US 41 to Carlshend Road. Take a slight left on to Carlshend Rd/CR 541. Turn right on Little Lake Rd/CR 456. Continue to follow CR 456 (6.6 miles). Turn right onto north M-35 (5.2 miles). Turn left on Airfield Road (about 4 miles). Follow for about 1 mile and turn right at the Camp PowLow sign.

