



# **Camp Cuesta Rental Information**

8026 North Maple Road  
Baileys Harbor, WI 54202

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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 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 air-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 Troop House at Camp Cuesta has a keyless entry lock. The combination for the lock can be found in your confirmation letter. Please keep this combination with you when you leave the building to avoid any unnecessary calls to the council.

The key for the shed is located inside the Troop House. It is hanging on the wall to the left as you walk in. For those that have rented tent cabins or tent sites, the key for the shed is located in a key box mounted to the outside of the Troop House. Please return the key to its proper place before leaving.

### **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 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](mailto: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 Troop House. The 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 are prepared in the event of an emergency.

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

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, 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**

There is a gate that will need to be opened prior to entering camp. A clip holds the chain on the right hand side. Release the clip for entrance into camp. Please park only on the gravel driveway. **Do NOT park on the grass in front of the Troop House.** The holding tank for the septic system is located underground there.

### **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) From the Troop House trek past the latrines & storage shed to the grassy field.
- 2) Turn left when you get to the grassy field. Look for the Dolomite and lime stone ledge view. Find the trail that goes to Kangaroo Lake.
- 3) Enjoy the view, be very careful not to harm any vegetation as our ridge is critical to the survival of the Hine's Emerald dragonfly. You will find the geocache near the beginning of the trail. Look along the trail's edge to your left.

N 45 degrees 03.408'  
W 087 degrees 10.156'

### **Cuesta Fun Fact**

Camp Cuesta's field is home to the Hines Emerald Dragonfly that makes Camp Cuesta's dolomite ridge a part of its home. The largest breeding population known to occur on the planet is in Door County, Wisconsin. The only other known

populations occur at small sites in northern Michigan, northeastern Illinois, and a recently discovered site in Missouri. For more information, go to <http://hinesdragonfly.org/>.

### **Primitive Camping (Tent Cabins/Platform Tents/Yurts/Tents)**

Please refer to the Equipment Inventory attached to see what type of cooking/outdoor equipment is provided. This equipment can be found in the shelter near the tent cabins. The water source for the tent cabin unit/tent sites is the spigot on the side of the house.

There are NO mattresses/beds in the tent cabins at Cuesta. You will need to bring your own mattress or sleeping pad.

### **Miscellaneous but Important Procedures/Information**

- **Fires:** Fires must only be built in fire circles. 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:** 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!
- **Fireplace:** In order to use the fireplace in the Troop House, the damper must be open. The switch is on the front of the fireplace.
- **Water Supply:** When arriving at the Troop House, the switch for the water heater and water pump needs to be turned on. This is located in the Leader's Room. Upon departure, the switches should be turned off.
- **Thermostat:** The thermostat for the Troop House is located on the wall to the right as you enter the main room. It is suggested to use 68 degrees as the set point during your stay.
- **Snow Removal:** If it snows during your stay, the adults using the site are responsible for shoveling all exits and fire escapes.
- All entryways should remain clear of tables, chairs, and other objects.
- Please do not tape or tack anything to the walls, dividers, or ceiling.
- 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**

When using the camp, all troops/groups are encouraged to recycle.

**Tin cans** – washed, lids removed and flattened

**Aluminum** – washed

**Glass** – washed, labels on, lids removed

**Paper** – separate into "cardboard" and "other"

**Plastic** – if it can be recycled it should be washed and lids removed

**All other** – put in the general garbage can

All garbage must be emptied and a new bag must be placed in each container. Bags can be found in the cleaning supply cupboard in the kitchen. This must be done before leaving.

Garbage can be placed in the dumpster at the end of the driveway. Any recyclables must be taken with you when you leave.

**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.**

## Equipment Inventory

### Kitchen Supplies\*

Available in all overnight lodges with kitchens

<ul style="list-style-type: none"> <li>• Plates, bowls, flatware, glasses, mugs – service for sleeping capacity +10</li> <li>• Platters</li> <li>• Serving dishes</li> <li>• Serving bowls</li> <li>• Serving spoons</li> <li>• Coffee maker</li> <li>• Toaster</li> <li>• Microwave</li> <li>• Broiler</li> </ul>	<ul style="list-style-type: none"> <li>• Skillet w/covers</li> <li>• Saucepans w/covers</li> <li>• Stockpot w/cover</li> <li>• 9 x 13 cake pans</li> <li>• 9 x 9 cake pan</li> <li>• Strainer</li> <li>• Colanders</li> <li>• Cutting boards</li> <li>• Pitchers (2 quart)</li> <li>• Pitcher (gallon)</li> <li>• Masher</li> </ul>	<ul style="list-style-type: none"> <li>• Can opener</li> <li>• Bottle opener</li> <li>• Measuring cups</li> <li>• Measuring spoons</li> <li>• Cheese slicers</li> <li>• Pizza cutters</li> <li>• Wire whisks</li> <li>• Funnels</li> <li>• Spatulas</li> <li>• Ice cream scooper</li> <li>• Tongs</li> </ul>	<ul style="list-style-type: none"> <li>• Ladles</li> <li>• Potato peelers</li> <li>• Graters</li> <li>• Meat thermometers</li> <li>• Corer/slicer</li> <li>• Pie pans</li> <li>• Cookie sheets</li> <li>• Griddle</li> <li>• Weather radio</li> <li>• Snow shovel (winter)</li> </ul>
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\*Kitchen equipment from a lodge is **NEVER** to be used over a fire/outdoors

### Cleaning Equipment

Included with all lodge, tent cabin, platform tent, and yurt rentals

<ul style="list-style-type: none"> <li>• Mop**</li> <li>• Mop Bucket**</li> <li>• Vacuum**</li> </ul>	<ul style="list-style-type: none"> <li>• Garbage bags</li> <li>• Broom</li> <li>• Dustpan</li> </ul>	<ul style="list-style-type: none"> <li>• Rags/Towels</li> <li>• Cleaning solvents</li> </ul>	<p><b>** These items are in lodges only</b></p>
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### Outdoor Equipment

Included with all lodge, tent cabin, platform tent, and yurt rentals

<ul style="list-style-type: none"> <li>• Fire grates</li> <li>• Fire pails</li> <li>• Rake</li> <li>• Shovel</li> </ul>	<ul style="list-style-type: none"> <li>• 12 pie irons</li> <li>• 12 roasting forks</li> <li>• Dutch oven</li> <li>• Utensil Bag***</li> </ul>	<ul style="list-style-type: none"> <li>• 3 dish pans for washing, sanitizing &amp; rinsing</li> </ul>	<ul style="list-style-type: none"> <li>• Bleach</li> <li>• Dish soap</li> </ul>	<ul style="list-style-type: none"> <li>• Water jug w/spigot (only if water is not accessible)</li> </ul>
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\*\*\***Utensil bag includes:** slotted spoon, 2 potato peelers, short-handled fork, tongs, spatulas, grater, measuring cups, measuring spoons, ladle, 2 paring knives, bottle opener, can opener, serving/mixing spoons, cutting board, and an egg beater/whisk.

**Dishcloths, towels and pot holders are provided at all facilities.** Council staff will launder these items. You may leave them on the counter by the sinks in the lodges or in a neat pile in any of our other facilities.

**Any special Outdoor Equipment request that you may have should be communicated in writing to the Property/Outdoor Program Department at [propertyreservations@gsnwgl.org](mailto:propertyreservations@gsnwgl.org) at least two weeks prior to your reservation. You may also contact them for a list of special equipment available.**

*Please note that equipment inventory may fluctuate due to repairs or replacements.*

# Camp Cuesta Cleaning Checklist

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

## **LODGE – KITCHEN**

- Key to shed is hung back on the hook by the front door.
- Turn off water pump and heater (in leader's room).
- Stove top and oven cleaned.
- Refrigerator/freezer emptied and cleaned.
- All dishes washed and put away and sinks cleaned.
- All counter tops washed.
- Microwave, toaster, and coffee pot emptied and cleaned.
- Floor swept and mopped.
- Garbage/recycling cans emptied, cleaned and re-bagged. Take all garbage to the dumpster. Please take all recyclables with you.

## **LODGE SLEEPING AREA/PLATFORM TENTS**

- All personal gear removed.
- Floors swept. Lodge sleeping areas should also be mopped.
- Tables and benches put back as you found them.

## **STORAGE AREA/CRAFT ROOM/ACTIVITY ROOM**

- All personal gear removed.
- Floors swept and mopped.
- Tables and benches as you found them.
- Garbage/recycling cans emptied, cleaned and re-bagged. Take all garbage to the dumpster. Please take all recyclables with you.

## **BATHROOMS/LATRINES**

- Clean bathroom toilets (toilet bowl, toilet bowl rim, top/underside of the toilet seat)
- Clean all bathroom mirrors and vanities.
- Clean all bathroom sinks including faucet fixtures
- Garbage/recycling cans emptied, cleaned and re-bagged. Take all garbage to the dumpster.
- Lodge: floors swept and mopped  
Latrines: floors swept

## **LODGE FIREPLACE**

- Put out all fires. Ashes emptied and taken outside.
- Wood supply restocked.

## **FIRE CIRCLES**

- Fires completely extinguished.
- Wood piles restocked.

## **MISCELLANEOUS**

- Litter picked up around buildings, parking area, and any other areas used.
- Heat turned down to 55 degrees.
- Turn off all lights in the lodge.
- All windows and doors shut and locked (curtains may be left open).

**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 Cuesta Directions and Map

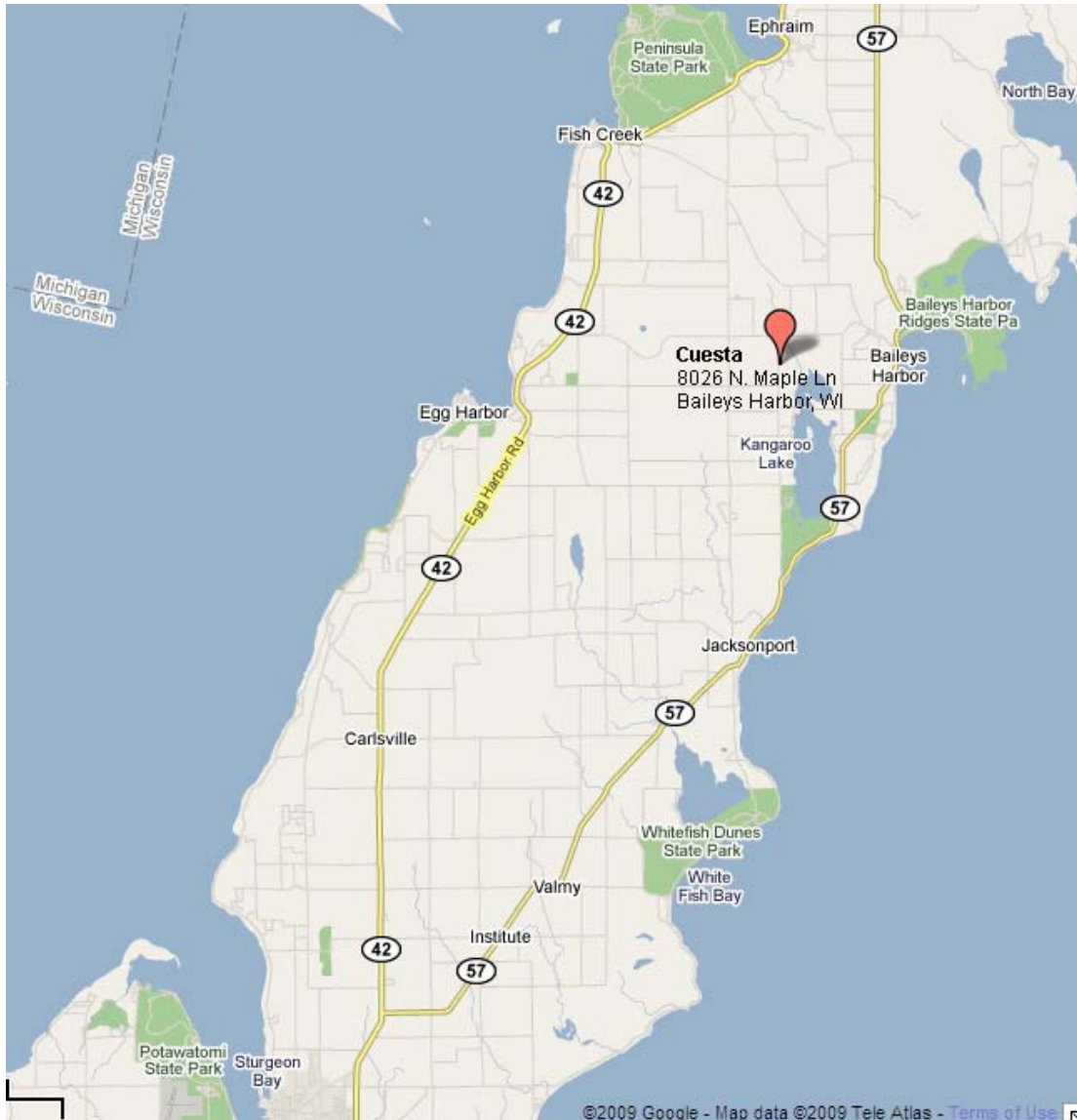
8026 North Maple Road, Baileys Harbor, WI 54202

## From the North:

- Follow Highway 42 South
- Turn left onto Highway 57 South and continue towards Baileys Harbor
- Turn right onto County Road F (this will become County Road EE)
- Turn left onto Maple Road
- Camp Cuesta is located on your left. Fire number 8026

## From the South:

- From the Green Bay area, follow Highway 57 North towards Sturgeon Bay
- Continue following Highway 57 North towards Baileys Harbor
- Turn left onto Logerquist Road (approximately 1.25 miles north of Jacksonport)
- Logerquist Road turns into Maple Road
- Camp Cuesta is located on your left. Fire number 8026





# CAMP CUESTA

Girl Scouts of the Northwestern Great Lakes