

Camp Sacajawea Rental Information

3910 Chestnut Street
Wisconsin Rapids, WI 54494

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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 cell phone.
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.
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

All lodges at Camp Sacajawea now have a keyless entry. Please refer to your confirmation email for the code to enter the building. Keep this combination with you when you leave the building to avoid any unnecessary calls to our Property Manager.

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 property@gsnwgl.org or 4693 N Lynndale Dr, Appleton WI 54913, Attn: Property Reservations.

Prohibited

- Smoking
- 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 or Property Administrative Assistant for more information.

In Case of Emergency

Emergency procedures are located in a binder in each overnight facility. These procedures pertain to fires, accident/health emergencies, severe weather, lost campers, and carbon monoxide (if applicable). 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 all of the main lodges. Please plug in and listen for watches and warnings if the weather looks threatening.

There are also carbon monoxide/natural gas detectors located in all of the lodges. Follow the emergency procedures in the binders if the alarms should go off.

Emergency numbers are posted by the phone. 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

There is minimal parking by each building in order to accommodate your group.

No passengers are allowed to ride in any vehicles or parts of vehicles not designed for passenger use (i.e., the back of a pick-up truck). **Bikes are permitted on the property; however they are NOT allowed on the trails. Use of snowmobiles and all-terrain vehicles of any kind IS NOT permitted on the property.**

Miscellaneous but Important Procedures/Information

- **Fires:** Must only be built in fire scars. Basic fire-fighting 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 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.
- **The lake is off limits to all during the winter months.** A certified lifeguard must be present when using the water front during the spring, summer, and fall. Their certification must be on file with the council.
- 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 garbage bags. Bags should be tied ***before being put into the dumpster by the Program Center.*** No garbage should be left along side of or on top of the dumpster. Please be sure all lids are closed to prevent animals from getting into the garbage.

All groups are encouraged to recycle. Your group is asked to ***put all recycling in a bag by the dumpsters by the Program Center.***

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 youth.**

Equipment Inventory

Kitchen Supplies*

Available in all overnight lodges with kitchens

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| <ul style="list-style-type: none"> • Plates, bowls, flatware, glasses, mugs—service for sleeping capacity +10 • Platters • Serving dishes • Serving bowls • Serving spoons • Coffee maker • Toaster • Microwave • Broiler | <ul style="list-style-type: none"> • Skillet w/covers • Saucepans w/covers • Stockpot w/cover • 9 x 13 cake pans • 9 x 9 cake pan • Strainer • Colanders • Cutting boards • Pitchers (2 quart) • Pitcher (gallon) • Masher | <ul style="list-style-type: none"> • Can opener • Bottle opener • Measuring cups • Measuring spoons • Cheese slicers • Pizza cutters • Wire whisks • Funnels • Spatulas • Ice cream scooper • Tongs | <ul style="list-style-type: none"> • Ladles • Potato peelers • Graters • Meat thermometers • Corer/slicer • Pie pans • Cookie sheets • Griddle • Weather radio • Snow shovel (winter) |
|--|---|--|---|

***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"> • Mop** • Mop bucket** • Vacuum** | <ul style="list-style-type: none"> • Garbage bags • Broom • Dustpan | <ul style="list-style-type: none"> • Rags/Towels • Cleaning solvents | ** These items are in lodges only |
|---|--|--|--|

Outdoor Equipment

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

| | | | |
|---|---|--|--|
| <ul style="list-style-type: none"> • Fire grates • Fire pails • Rake • Shovel | <ul style="list-style-type: none"> • 12 pie irons • 12 roasting forks • Dutch oven | <ul style="list-style-type: none"> • 3 dish pans for washing, sanitizing & rinsing • Dish soap | <ul style="list-style-type: none"> • Water jug w/spigot (only if water is not accessible) |
|---|---|--|--|

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 property@gsnwgk.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 Sacajawea Cleaning Checklist

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

BAPTISTE, CHARBONNEAU, MEAD, PROGRAM CENTER

- ☐ General clean-up: pick up and put everything away
- ☐ Wipe down mattresses with disinfectant
- ☐ Wipe off tables with disinfectant, put away tables and chairs
- ☐ Clean out fireplace, close flue
- ☐ Stock firewood
- ☐ Vacuum
- ☐ Wash all dishes, sanitize, and put away
- ☐ Take all of your food/supplies with you
- ☐ Wipe down inside of refrigerator (leave on)
- ☐ Wipe down counters, cupboard fronts, and sinks with disinfectant
- ☐ Sweep and mop kitchen floor
- ☐ Clean toilets (toilet bowl, toilet bowl rim, top/underside of the toilet seat)
- ☐ Clean all bathroom mirrors
- ☐ Clean all bathroom sinks including faucet fixtures
- ☐ Sweep and mop bathroom floor
- ☐ Sweep and mop entryway floor
- ☐ Close all windows
- ☐ **In winter:** turn heat to 65
- ☐ Turn off all lights
- ☐ Lock all doors
- ☐ Take all garbage and recyclables to dumpsters by the program center, replace garbage bags

CABINS 1-4

- ☐ Remove all personal items and trash
- ☐ Sweep cabins

CABINS 1-4 (continued)

- ☐ Wipe mattresses with disinfectant
- ☐ Turn off lights and lock cabin doors
- ☐ Pick up litter in unit
- ☐ Take garbage to dumpster by the office building, replace garbage bags

SHOWER HOUSE

- ☐ Clean toilets (toilet bowl, toilet bowl rim, top/underside of the toilet seat)
- ☐ Clean all bathroom mirrors
- ☐ Clean all bathroom sinks including faucet fixtures
- ☐ Wipe down and disinfect shower stalls
- ☐ Take garbage to dumpster by the office building, replace garbage bags
- ☐ Clean all bathroom sinks including faucet fixtures
- ☐ Sweep and mop floor

RED ARROW EDUCATIONAL CENTER, ATHLETIC BUILDING

- ☐ General clean-up: pick up and put everything away
- ☐ Take garbage to dumpster by the office building, replace garbage bags
- ☐ Sweep floor

GROUNDS/LAKE/AMPHITHEATER

- ☐ Pick up litter at the lake/amphitheater (if used), put all garbage in dumpster by the office building
- ☐ Return fishing poles/other equipment to the athletic building
- ☐ Rack canoes

Items that need to be repaired/replaced, are missing, or are 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 Sacajawea Directions and Map

3910 Chestnut Street, Wisconsin Rapids, WI 54494

From the West:

Follow Highways 13/73 into Wisconsin Rapids. Follow Highway 13 as it merges with Highway 54 (east) over bridge. Turn left onto Highway 54 (east). Turn right onto Chestnut Street. Follow to 3910 Chestnut Street. The Lizette Program Center will be the first building on your right after turning in the driveway.

From the South:

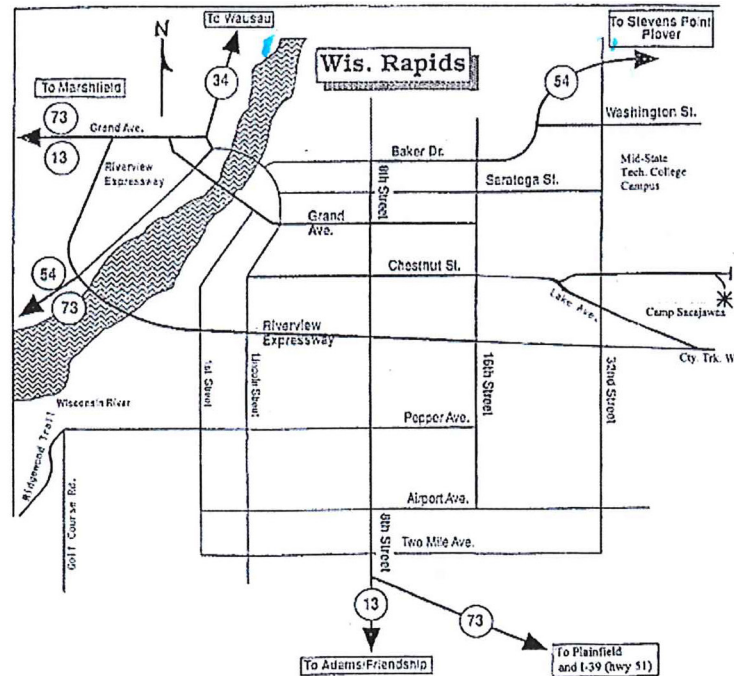
Follow Highway 13 into Wisconsin Rapids. Continue to go straight onto Highway 54 (east). Follow Highway 54 to Chestnut Street. Turn right onto Chestnut Street. Follow to 3910 Chestnut Street. The Lizette Program Center will be the first building on your right after turning in the driveway.

From the East:

Follow Highway 54 (west) into Wisconsin Rapids. Turn left on 32nd Street. Follow to Chestnut Street. Turn left onto Chestnut Street. Follow to 3910 Chestnut Street. The Lizette Program Center will be the first building on your right after turning in the driveway.

From the North:

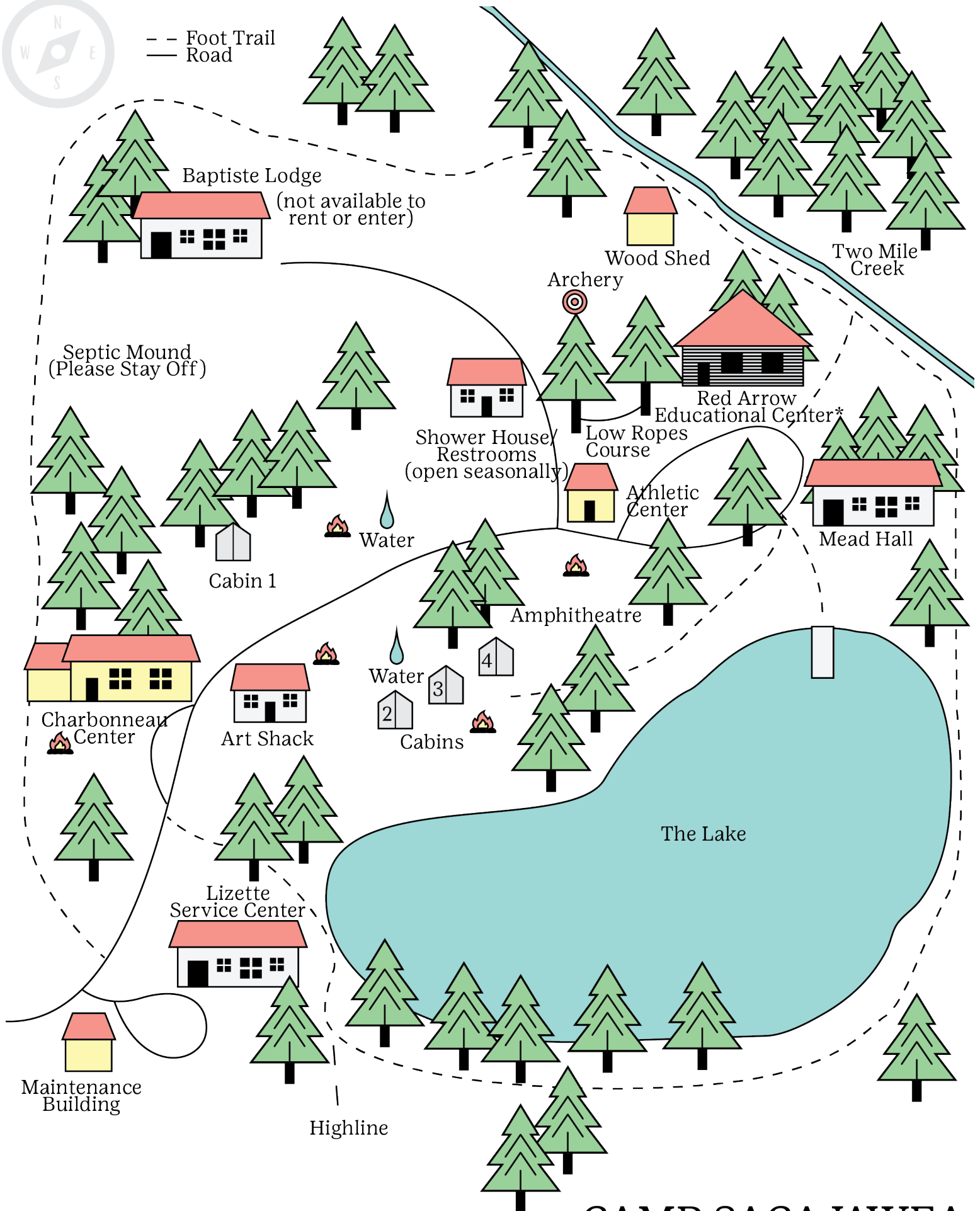
Follow Highway 34 (south) into Wisconsin Rapids. Continue heading south on Highways 13/73. Follow Highway 13 as it merges with Highway 54 (east) over bridge. Turn left onto Highway 54 (east). Turn right onto Chestnut Street. Follow to 3910 Chestnut Street. The Lizette Program Center will be the first building on your right after turning in the driveway.



State highways shown in circles.



-- Foot Trail
— Road



CAMP SACAJAWEA

Girl Scouts of the Northwestern Great Lakes

*Not available to rent but available for usage with other rentals.