

Facility Rental Planning Guide

Please review carefully!



The Kawartha Centre

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NUT PRODUCTS PROHIBITED

** Note: Many students attending our facility have a severe life-threatening allergy to nuts. Therefore **IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR MAY CONTAIN TRACES OF NUTS.** We strongly request that you **read all food labels carefully** to insure that no nut products or products containing traces of nuts are brought into the camp.

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WELCOME TO THE KAWARTHA CENTRE!

We want you to have a memorable and enjoyable time. The following information will help you plan a successful and safe visit. Please review this information carefully.

Please be advised that by not adhering to The Kawartha Centre's policies and procedures, your group may be asked to leave the centre and if applicable, you will be required to pay for any missing items and/or damages incurred at our facility.

CHECK-IN 🕒

Weekend groups may arrive on Friday at 5:00 pm or later. If you require an earlier setup time, please call the camp office as we have school groups onsite until 2:00 pm, and our staff require enough time to ensure the facilities are ready for your arrival.

CHECK-OUT 🕒

Weekend groups must depart by 2:00 pm on Sunday. Please remove personal belongings and tidy up cabins by 10:00 am.

CAMP CONTACTS 📞

For serious issues relating to our facilities, you can call our Executive Director. For maintenance problems or questions related to the kitchen, contact numbers for the appropriate staff have been provided below as well.

☞ **Jacob Rodenburg, Executive Director: Cell 750-8943, Home 748-4723**

☞ **Maintenance Issues, call Dale Houghton, Maintenance Supervisor: Cell 760-0049, Home 778-3219**

☞ **Kitchen, call Donna Peacock, Head Cook: Home 652-6051**

GROUP SUPERVISOR

We ask that you assign an onsite group supervisor who will be responsible for the conduct of your group during their stay, and will ensure that all guests understand and follow all camp policies and guidelines as outlined in this booklet. Adult supervisors should also be designated for any "free time" periods.

BE RESPECTFUL OF OUR NEIGHBOURS 😊 PLEASE KEEP NOISE DOWN!

The main camp area is bordered on both sides by private residences. Our neighbors are very supportive of Camp Kawartha. It is vital that we show them the utmost consideration by respecting both their privacy and their need for peace and quiet.

☞ **We ask for your co-operation by curtailing any loud activities or music by 11:00 pm.**

ENVIRONMENTAL POLICY 🌲

The Kawartha Centre strives to promote an ethic that fosters respect and concern for all living things. The random picking of flowers or intentional damage of flora and fauna is prohibited. In certain circumstances, arrangements can be made for groups interested in special educational projects. The project must be discussed with the Executive Director prior to your group's arrival on site. Also participants should note that poison ivy plants grow at certain points out on the range area (180 acres of land across Birchview Road).

PLEASE CONSERVE ENERGY! ⚡

Please help us to conserve energy! We ask for your help and support by ensuring that doors are closed tightly, lights are turned off, and heat is turned down to low when cabins are temporarily vacant during the daytime, and when dining hall, Rotary Hall, classrooms, or other buildings are not in use and upon departure.

HELP US KEEP COSTS DOWN ☑

We ask each group to do their part in leaving our facilities tidy and clean, and in the same condition as found. Please refer to the clean-up checklist (**Appendix F**) for ways you can help tidy up before your departure. By doing your part, you can help us keep cleaning and maintenance costs down, and ultimately help keep rates down.

DAMAGES / MISSING ITEMS

Please note that your group will be charged for any damage caused to our facilities during your stay, this includes any buildings (dining hall, kitchen, cabins, washrooms, classrooms, etc), and natural environment. Your group will also be charged for any missing or damaged items, missing or damaged equipment, or excessive cleaning costs resulting from your use of our facilities.

SMOKING ☹

Smoking is **NOT** permitted in any building. We request that you **restrict all smoking to the parking lot only and well away from any building entrances or windows**. Please use the cans provided for cigarette butts.

ALCOHOL

We are **not** a licensed facility. Alcohol is **NOT** permitted at the Kawartha Centre unless special arrangements (e.g. for wedding receptions) are made with the Executive Director prior to arrival and you have obtained any necessary permits. **IF** you have obtained the necessary permits, consumption must be restricted to the dining hall only, and your group is responsible for removing all traces (empty bottles, caps, etc) upon your departure.

PETS 🐾🐾

Pets are **NOT** permitted, in order to prevent damage inside buildings and on the grounds, and avoid adverse reactions in guests allergic to cats and dogs.

HEALTH & SAFETY

HEALTH FORM

You should have a completed Health Form for everyone during your stay. The form should include any health concerns and allergies, their Health Card number, an emergency contact name and phone number, and an alternative contact person.

FIRST AID KIT / EMERGENCY VEHICLE

A first aid kit must be supplied by your group. A kit should be carried with every group that goes off of the main camp site (e.g. groups that go over onto the range area to walk or ski on the trails.) We suggest that your group supervisor have a cell phone for emergencies, and that at least one vehicle be available as an emergency vehicle.

EMERGENCY PROCEDURES 🚑

On arrival night please discuss with the group, your emergency procedures. Please review our emergency procedures and emergency contact information posted by the pay phone in the dining hall. Emergency calls to 911 are free from the payphone. The nearest hospital, the Peterborough Regional Health Centre, is approximately 25 minutes away. An ambulance can be on site in 15 to 25 minutes.

FACILITIES

CABINS

Each cabin is equipped with 3-5 sets of bunks beds and 1-2 individual beds with vinyl covered mattresses, smoke detectors and fire extinguishers. Use the cabin sheet provided to prepare a cabin list and post on the dining hall bulletin board. During fall and spring seasons, additional cabins are available by special request. For children/youth groups, we recommend that you have an adult supervisor in each cabin.

- ☞ **Guests are responsible for bringing their own bedding/sleeping bags.**
- ☞ **Foods, snacks and/or drinks are strictly prohibited in the cabins, as it poses a health risk to guests with allergies, and food crumbs will attract insects and animal occupants! Water bottles are ok.**

WASHROOM FACILITIES

The Centre has indoor washroom and shower facilities, with hot and cold running water and flush toilets. There are washrooms within the dining hall, as well as a larger wheelchair accessible washroom building, housing 5 toilets and 4 showers on each side (one side of building for females, the other side for males).

- ☞ **Ensure taps are turned off completely & toilets are not left running, or they will deplete water levels.**

DINING HALL / LOUNGE AREA / MEETING ROOMS

The following buildings are available to your group: dining hall (maximum capacity 150 people), new Rotary Hall addition with woodstove, and two large classrooms. We also have three smaller areas in the Jack Frost Centre, Trading Post, and Arts and Crafts Room that can be used for small meeting spaces *upon special request*.

- ☞ **Please keep all food and drinks off the carpeted areas, as well as keeping food out of the classrooms.**
- ☞ **Please remove outdoor shoes/boots in lower Rotary Hall, no dirty outdoor shoes or boots in dining hall – please use indoor shoes or slippers (keeps dust and dirt down in eating area)**
- ☞ **Please remove wet/dirty shoes/boots before entering carpeted areas of the classrooms.**

EQUIPMENT

We have an overhead for transparencies, projector screen (sorry, no video projector), a TV/VCR/DVD, white boards and stands, and a flipchart easel - all available for your use at no additional charge. Your group is responsible for bringing your own flipchart paper and dry erase markers.

New!! We now have a Wireless Internet Access Point in the dining hall/Rotary Hall.

TELEPHONE /PAY PHONE

The Centre has an 'outgoing calls only' pay phone in the dining hall (no charge for 911 emergency calls.) To prevent inappropriate use, the phone in the kitchen is for camp staff use only.

- ☞ **Please note: there is no one in the camp office to receive incoming messages over the weekend.**
- ☞ **We recommend you have a designated person onsite with a cell phone for incoming calls/messages.**

WATERFRONT ACTIVITIES / ICE

The watercraft (canoes, kayaks, sailboats, windsurfers), and waterfront in any season is off limits unless you have made special arrangements with the Executive Director and our qualified lifeguards are on duty during any waterfront activities.

ROPES COURSES / CLIMBING WALL / ARCHERY

The ropes course, climbing wall, and archery areas are NOT to be used unless our qualified staff are present for safety and liability reasons.

SEPTIC SYSTEM

The camp is on a septic system installed in 1987. Please help us by doing the following:

- ☞ **Put all brown paper towels, wrappers, tampons, pads, etc in the garbage – do not flush down toilets – they will clog the septic system**
- ☞ **Scrape left over food from dishes into the compost pail or if food is not biodegradable scrape into the garbage, and not down the sink.**
- ☞ **Dispose of all fat drippings into a can and then place the can in the fridge (will be disposed in garbage once it solidifies). DO NOT dispose fat drippings down the sinks.**

KITCHEN & FOOD PREPARATION

DRINKING WATER

Our tap water is treated by ultraviolet light and chlorine, and is sampled biweekly and submitted for analysis. It is safe to drink. We also provide bottled Rocky Ridge Spring Water for your enjoyment.

MEALS 🍴

Please use the enclosed Group Menu sheet to select your choices for the weekend. Our kitchen staff will take into account any food allergies and dietary concerns. If your group has special requests for meals, this should be discussed with our Head Cook at least two weeks prior to your visit, at which time you will be notified if your requests will incur additional food costs.

GROUPS SUPPLYING / PREPARING OWN MEALS

If you have chosen to prepare your own meals, your group's cook must arrange an in-service visit in our centre's kitchen in order to become familiar with the proper use of our equipment and protocols for cleanup

- ☞ **You must provide ALL your own food supplies including coffee, tea, condiments, seasonings, spices, etc. (no camp food or condiments to be used, your group will be invoiced for any camp food supplies/condiments used)**

**** Please note that because we are a nut-safe facility, IT IS IMPERATIVE THAT YOUR GROUP DOES NOT BRING ANY FOOD OR SNACKS THAT CONTAIN NUTS OR TRACES OF NUTS. We strongly request that you read all food labels carefully to insure that no nut products or products containing traces of nuts are brought into the camp. This includes coconut, nutmeg, or anything with the word 'nut' in it.**

EQUIPMENT:

If your group is providing/cooking your own meals, the following equipment is available for your use: a coffee maker (please bring your own coffee, cream and sugar), microwave, electric stove top range & ovens, commercial size toaster, fridge, commercial size dishwasher, utensils for cooking and eating, dishes for cooking and eating. All cleaning equipment and supplies are provided for you.

- ☞ **The following equipment is NOT available for use: the stove-top grill, meat slicer, freezers, and walk-in fridge.**
- ☞ **Observe proper hygiene in kitchen, NO sitting on any counters, do not use kitchen for any other purpose than cooking – contaminates surfaces.**

SUPERVISION

For groups cooking their own meals, please ensure there is adult supervision in the kitchen at all times for both food preparation and dish washing. **Children are not permitted in the kitchen area for safety reasons.**