



## **Greentrees Campground Information & Guidelines**

### ***RENTAL FEE***

Please see Rental Fee form. There is also a \$50.00 booking fee/damage deposit required, refundable after camp if no wilful damage to property. Please arrange for payment with Greentrees Contact Person prior to camp.

Check-in/Check-out times vary according to the type of booking and will be communicated once booking is confirmed.

### ***KEYS***

Keys will be provided in a key lock box onsite. A combination to the box will be provided within 24 hours of check-in time. Keys to the out buildings will be inside the hut.

### ***MAIN HUT***

The hut consists of a program/dining area with tables and benches, two large bunkrooms, 2 smaller bunkrooms and a kitchen. There is electricity with inside and outside lighting as well as electrical outlets.

### ***BUNKROOMS***

The hut sleeps 30 people. The two main bunkrooms consist of 12 bunks per room, plus two smaller rooms with 3 bunks per room. Each bunk has it's own mattress so air mattresses or sleeping foams are not required.

### ***KITCHEN***

Appliances include two range stoves, a microwave, a fridge and a deep freezer. A supply of dishes, cutlery, pots and pans, toasters, kettles, dish cloths/towels, dish detergent, and cleaning supplies are available for your use. A Coleman stove is available for use outside, however you must bring your own fuel.

### ***GARBAGE / RECYCLING***

All garbage must be put in the garbage bin outside of the gate or taken off the premises. Please leave recycling in the bin in the hut unless you want to take it with you.

## ***WATER/SUPPLIES***

There is no running water at Greentrees. Water must be brought in from off site. Containers of cleaning/cooking water will be provided. Containers can be refilled at an outside water hook-up at Trinity Cabins, which is adjacent to Greentrees. **Drinking water is the responsibility of the renter.**

You will need to bring all of your own food requirements.

## ***WASH STATION/OUTHOUSES***

There is a wash station with six sinks at the back of the building. There are three outhouses at the back of the property. There is one outhouse at the side of the hut that is wheelchair accessible.

## ***FIELD/FIRE PIT/ OUT BUILDINGS***

The field can be used for both tenting and/or programming activities. There are two swing sets on the field and four picnic tables.

The Food Shed and Tool Shed are used for storage and should not be used during your stay.

When using the fire pit please do not leave fire unattended and ensure that any campfire is completely extinguished before lights out.

## ***FIRE SAFETY***

There are 3 fire extinguishers located in the building. If fire occurs, exit the building through the nearest exit and call 911 for fire services. Do not tamper with the fire equipment unless it is an emergency or on advice of Fire Department or Greentrees Contact Person. Under Provincial Government Regulations, Greentrees Hut is a smoke-free building.

## ***NO OPEN FLAMES (CANDLES)***

## ***WOODSTOVE***

Open the drafter before lighting the stove. Please ensure that the fire is completely out before leaving the building and that the blower is turned off and unplugged. Firewood is available in the Wood Shed.

## ***SUPERVISION***

Girl Guides of Canada groups must have adult supervision following the guidelines outlined in Safe Guide.

Other groups should have one individual who assumes responsibility for the building and must provide a copy of liability insurance.

### ***FIRST AID KIT***

Your group should have its own First Aid Kit. If, in an emergency, you use supplies from the First Aid Kit in the kitchen, please notify the Greentrees Contact Person so that they can replace what you use.

### ***SMOKING/ALCOHOL***

Under Provincial Government Regulations, Girl Guide Headquarters is a smoke-free building. The designated smoking area outside is the fire pit. Alcoholic beverages are **not** permitted

### ***TELEPHONE***

There is **no landline or internet/Wi-Fi** at Greentrees and cell service is limited.

### ***CHECK LIST***

A detailed checklist will be provided in the hut time at the time of your arrival. It must be followed and filled out by a registered adult then dropped in the box by the door. If checklist is not followed it could result in the loss of your damage deposit.

The kitchen and appliances must be cleaned and left in a satisfactory manner. Please do not leave perishable food items in the kitchen or in the fridge. Please return all water containers to the kitchen.

Tables, benches and chairs should be returned to the position you found them in. When using paint, markers or crayons, tables must be covered for protection. As well, any paint spillage must be cleaned up.

All areas of the hut must be swept. This includes the kitchen, program room and all bunk rooms.

Do not use staples, tacks, nails, tape or sticky putty on walls or ceiling. If you would like to create a camp memory banner/poster please leave it on a table and Camp Staff will hang it in an appropriate place.

**Do not write on the walls or bunks. Such actions will surely result in the loss of your damage deposit**

All doors and windows must be securely closed and locked. Please close and lock the gate.

Please report any damage to Greentrees Contact Person and discontinue usage of anything you think is unsafe.