

# EAGLE LAKE USER POLICY

## Management Policies For All Events

### Eagle Lake Camp and Retreat Center (ELCRC)

#### GENERAL

1. Upon arrival at camp the Event director checks in with the Resident Manager (presenting the Confirmation of Reservation) to receive the appropriate keys and a checkout sheet. It is recommended that the Event director do a quick review of conditions, note any pre-existing conditions (problems) on the checkout sheet and obtain the Resident Manager's acknowledgment before the Event starts.
2. At the beginning of Event the Event director acquaints all campers of safety rules, property limits, and other rules applicable to the Event.
3. No alcoholic beverages or drugs (other than for necessary medical treatment) shall be allowed at ELCRC.
5. Campers are to keep noise to a minimum after 9:30 p.m.
6. Thermostats are to be adjusted only by the Resident Manager.
7. All damage or necessary repairs shall be immediately reported to the Resident Manager.

#### SAFETY

8. ELCRC is not responsible for the safety of campers or their possessions.
9. Transportation of persons in vehicles not designed for passengers is prohibited except for hay rides where the wagons are driven at slow speeds (5 - 10 mph) off public roads and where protective devices are provided to keep people from falling out or off of the vehicle.
10. Speed Limits
  - a. The speed limit in the camping area and on the road to the lake is 10 mph.
  - b. The speed limit on the main entrance road is 20 mph.
11. Campers are not to use ELCRC tools or equipment without authorization from the Resident Manager or ELCRC Board Member.
12. Transfer of equipment from its usual place is not permitted without the approval of the Resident Manager or ELCRC Board Member.
13. Use of any motorized vehicles or riding maintenance equipment shall be restricted to licensed drivers.
14. Any motorized equipment not functioning properly should be reported to the Resident Manager.
15. Power Tools: Access during organized Events must be approved by the Event director (with prior approval from the Resident Manager).

16. Any damaged or malfunctioning property or equipment should be marked as such in order to prevent further damage or safety hazards.
17. Event directors shall be responsible for the strict control and supervision of the use of any equipment which they have been authorized to use.
18. Gas and Liquid Flammables, Explosives and Poisonous Materials: Access during organized Events must be approved by the Event director (with prior approval from the Resident Manager).
19. Use of firearms, air guns or any other type of gun is prohibited, except for the Resident Manager.
20. Use of archery equipment is restricted to organized, supervised programs at the archery range (with prior approval of the archery director) which comply with the requirements contained in Policy/Procedure U-14.

#### ENVIRONMENTAL STEWARDSHIP

21. When using disposable products, use paper products rather than foam products (dishes, etc.)
22. When feasible, the following guidelines will be followed:
  - a. Use permanent dishes instead of throw-away.
  - b. Use recycled products:
23. Each Event will identify an Environment Protection Coordinator, who will inform the campers about environmental policy requirements and any additional environment protection requirements for the specific Event.
24. Each Event will separate the following items for recycling:
  - Cardboard
  - Glass
  - Paper
  - Plastic bottles
  - Metal (tin cans and aluminum)

#### FINANCIAL

25. The Event will be charged for all damage other than normal “wear and tear” and a cleanup charge if the facility is not left ready for the next users. A Damage/Clean Up deposit is required in addition to other fees. Any unused portion of the deposit will be refunded. Any damages/clean up expenses in excess of the deposit will be billed to the responsible group.