

**Camp Wegesegum INC**  
**Facility Use Rules and Regulations 2011**  
**All Camps (Rental or Board-affiliated) are to adhere to the following rules.**

1. **All groups using Camp Wegesegum must provide proof of liability Insurance Coverage. A copy of the policy must be sent with the Rental Application Form.**
2. **Rental monies are due in full the first day of camp. Make all cheques Payable to Camp Wegesegum. Camp Treasurer is Chris Arbour. Please contact him directly for best arrangements to receive any monies. Phone 506-849-3790.**
3. Please leave the Camp in a condition you would like to find it. The rental camp will be billed if the camp is not cleaned satisfactorily. A rental Check List is to be filled out by a Representative one (1) hour before campers arrive and after Campers leave the site. This task is to be performed with the assistance of the Camp Wegesegum Representative available at this time.
4. **There will be no graffiti or writing on painted Camp Property (walls, cabins, doors)**
5. **Garbage** is to be removed from all buildings and deposited in the appropriate containers. All kitchen garbage is to be placed in the dumpster nightly. **Leaving garbage and foods stuff outside the kitchen over night attracts wildlife.**
6. **Lodge** – Sweep and mop all floors, including kitchen and lodge bathroom. (buckets and mops can be found in closet by the back door of the kitchen)
7. **Kitchen** – the kitchen is stocked with dishes, utensils, cutlery, pots etc. After each use, clean properly and put away where they were stored. **Camp Wegesegum Inc. discourages use of disposable dishes and cutlery. If you must use disposable, please ensure that it can be recycled.** Please consult and follow all posted instructions on the kitchen equipment for use.
8. **Cabins** – sweep clean, close doors and windows.
9. **Grounds** – Keep free of litter
10. **Fire Extinguishers** – are located in the kitchen and by the fireplace in the lodge.
11. **Fires** – Fires are only permitted at the campfire site. Buckets of water to be on hand at all times at the site. Please check the Fire Index before lighting any fire.
12. **Canoes** – are only available to rental groups when requested. A waiver for use must be signed and a qualified canoeist oversees said use.
13. **Bathrooms** – please keep doors closed at all times. Put all garbage in cans provide. Bathroom fixtures are to be cleaned and floor scrubbed. Replace toilet tissue when necessary. Take all garbage to the dumpster.
14. **Telephone** – Long distance telephone calls cannot be made from Camp Telephone. Calling cards or collect calls must be used to make long distance calls.
15. **Smoking, alcohol and illegal drugs** are not permitted on Camp Property.

16. **Food** – Rentals must be responsible for their food order including timing, receiving and payment. No food orders to be charged to Camp Wegesegum Accounts.
17. **Pets** may be allowed at camp if the owner has signed a waiver. They are to be confined on a leash or in a kennel. Animals cannot be brought into the kitchen. Cleaning up after pets is the owner's responsibility.
18. Use of the pool is only permitted with supervision by a certified lifeguard. **If no lifeguard is present, pool area will be locked and not available for use.** Pool maintenance will be the responsibility of Camp Wegesegum.
19. To facilitate treatment of injuries by healthcare providers, rental groups are asked to collect the following information from all participants. Name, Address, Phone number, Emergency contact info, known allergies, health conditions requiring treatment, restrictions or other accommodations needed during their stay and signed slips/medical waivers for minors whose parents will not be on the property. Camp Wegesegum will take no responsibility for any rental organizations and their attendees.
20. All rental camps are to ensure that they have adequate supervision for the campers when on camp property. Please plan accordingly in regards to having sufficient supervisory staff at all times.
21. Camp Inspection at the end of your week will be 2 hours before your scheduled departure. Please ensure your group is ready to depart on schedule as there is another group waiting to join the camp.

Facility Rental Agreement  
General Cleaning Instructions

Group Name \_\_\_\_\_ Person in Charge \_\_\_\_\_

Estimate Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Rental Dates \_\_\_\_\_

As part of our commitment to provide pleasant facilities at reasonable rates, all rental groups are asked to assist with the cleaning of camp facilities so that the following groups will have access to a clean facility. To that end all groups are asked to clean-up after themselves because we do not provide housecleaning services. Groups that fail to clean up or vandalize, will forfeit all of their rental deposit and will be charged an additional fee for additional cleanup.

**Cabins**

- Floors Swept
- Trash emptied
- Windows Closed/Screens in place
- Brooms/dust pans hung-up
- Doors closed
- Mattresses turned on side
- Lights turned off.

**Bathrooms (both in housing units & Separate bath houses)**

- Sinks cleaned
- Toilets cleaned
- Showers cleaned
- Floors Swept/scrubbed
- Trash cans emptied
- Mirrors Cleaned
- Lights turned off

**Lodge**

- All floors swept and mopped
- All trash cans emptied
- All furniture returned to proper location
- All windows closed and locked
- Fireplace cleaned out/flue closed

- Doors closed
- Rec equip returned to proper location
- Brooms/dust pans returned to closet & hung
- Lights turned off

**Kitchen**

- All prep surfaces sanitized
- Dirty rags washed/disposed of
- All refrigeration/freezers cleaned and sanitized.
- Grill cleaned and grease trap cleaned
- Stoves/ovens cleaned
- All cooking utensils cleaned and stored
- All dishes put away
- All sinks cleaned
- Walk in cooler sanitized
- Dehumidifier water emptied
- Floor swept/mopped
- Mops rinsed out
- All keys returned to key cabinet
- Lights turned off
- All Perishable or opened foods to be removed at end of Camp

**General**

- All trash in dumpster. Trash to be loaded into dumpster completely.
- Litter picked up in all camp areas
- Camp fire area cleaned

- Beach area cleaned

Garbage pick up day is \_\_\_\_\_

Cleaning supplies are located in each housing unit and in the cleaning closet between the Boys and Girls washrooms/showers. Cleaning supplies are also in the laundry area of the lodge. Spare toilet paper and paper towels are located in both of these areas. A key is located in the camp office for washroom and cleaning supply closet.

To assist you in planning, below is the list of supplies that the camp will provide and that you will need to bring.

The camp kitchen contains the following equipment for your use while at the camp. 48" grill, 2 stoves with ovens, commercial toaster, serving dishes, pots, pans, knives, oven mitts, cutting boards, walk in cooler, two freezers (refrigerator/freezer space will be determined by group size and space needed.)

#### SUPPLIES PROVIDED BY CAMP

- All purpose spray cleaner
- Paper towels
- Toilet paper
- Hand soap
- Dish soap
- Surface/dish sanitizer
- Cleaning rags, dish towels
- scouring powder
- Mops
- Toilet brushes
- Dishwasher soap/sanitizer
- Laundry soap (for kitchen)
- Life guarding equipment
- Cookware
- Dishes, cups, silverware
- Trash bags
- Pool supplies

#### SUPPLIES YOU WILL NEED TO BRING

- Aluminum foil
- Plastic wrap
- Spices
- Cooking Oil
- Food/Juices/Beverages
- Sports Equipment
- Napkins
- Rubber Gloves

\_\_\_\_\_  
Rentee

\_\_\_\_\_  
Camp Wegesegum Representative

\_\_\_\_\_  
Date

