

Occoneechee Lodge

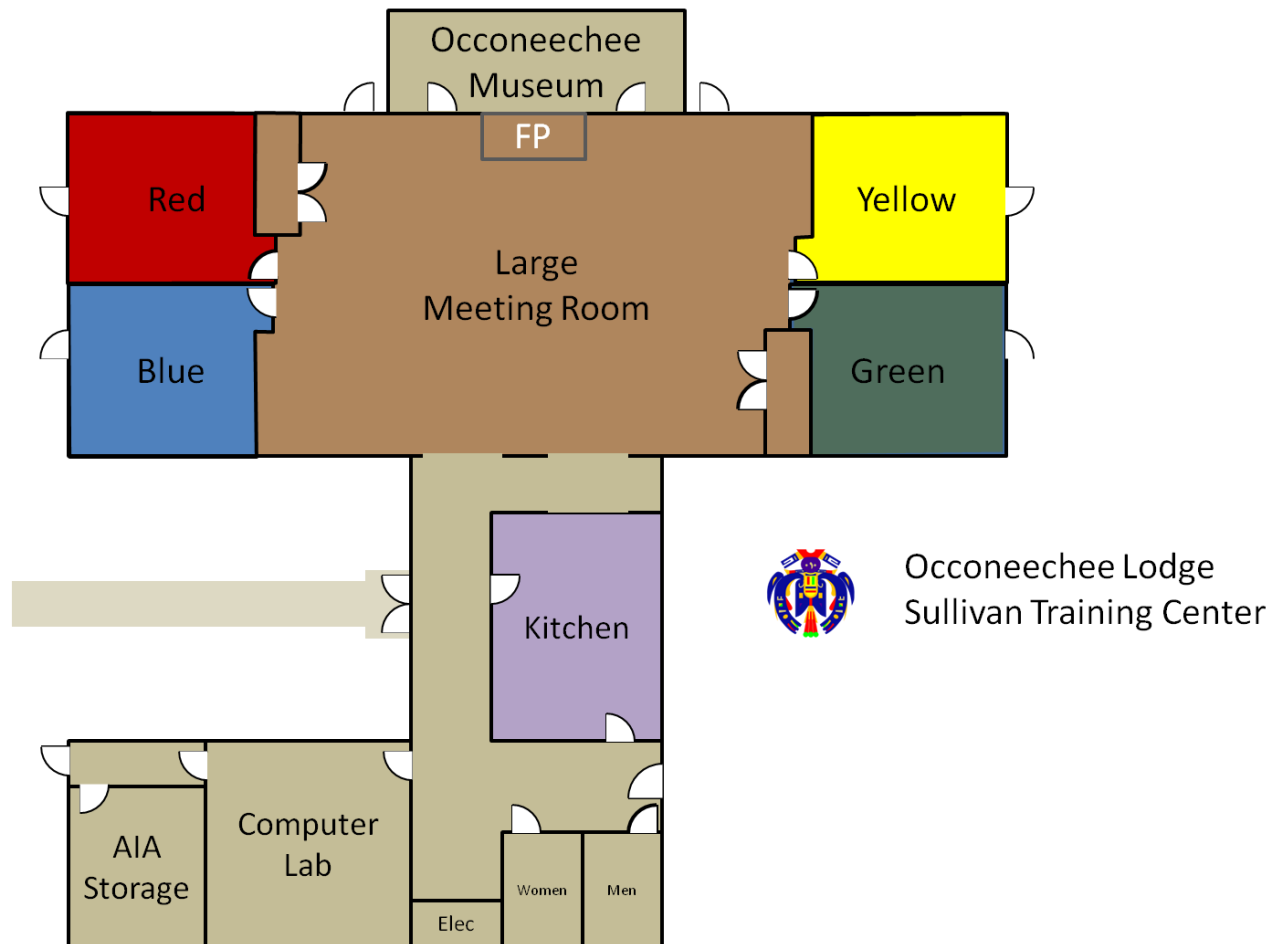
*Charley Sullivan OA Lodge/Training
Center*



**OCCONEECHEE SCOUT RESERVATION
CAMP DURANT**

Facility Description

Originally designed as the Camp Durant dining hall, the building was renovated in 2010-2012 into a multi-use training and meeting facility. The main portion of the building is broken into 4 small classrooms and a larger single meeting space. The rear portion of the building houses a separate meeting room (used as a computer lab during summer camp), restrooms and the Lodge OA Office and storage area. A small kitchen divides the building and contains adequate facilities to prepare food for approximately 60-80 people. Appliances include refrigerator, freezer, ice machine, 3 bay wash sink, warming oven, stove top and two cook ovens.



The Occonechee Lodge has additional spaces for the Lodge “historical museum” and for the “Office” which not part of the reservation process and are normally locked.

Tables and chairs are available in all portions of the building and are shared resources. Additional tables are available from the Quartermaster if required. Specific needs should be noted on the reservation request.

Reservations:

Online reservations can be made through the Occoneechee Council websites and are subject to coordination and approval of the Occoneechee Council and the Lodge Building committee.

<http://421.camp-director.com/reservations>

Rental costs:

The OA Lodge is intended as a multi-use facility. Each area may be reserved separately, or the entire building can be reserved. All rates are 'per day'. Sleeping in this building is not allowed.

Room	In Council	Out of Council	Non-BSA Groups
Classroom (each)	\$10.00	\$15.00	\$20.00
Commons	\$25.00	\$35.00	\$45.00
Kitchen	\$35.00	\$50.00	\$75.00
(Entire building)	\$80.00	\$140.00	\$175.00
Computer Workroom	n/a	n/a	n/a
Office	n/a	n/a	n/a

Access:

The building is normally locked during the off season. Access will be provided by the Camp Ranger or the Campmaster on duty who will also inspect the building at the end of the rental period and close out the reservation. Any incomplete cleaning or damages will be noted and added to the rental cost.

While the classrooms are not keyed individually, it is expected that all groups will only utilize those portions of the building that they have properly reserved.

The kitchen is keyed separately. Access is provided only if this additional space is reserved.

Sleeping in the building is not permitted.

Care:

The Occoneechee Lodge invested a significant amount of money in the renovation of the building to its current condition. Your assistance in maintaining the building is greatly appreciated. Here are some basic things you can do to help:

- The building is a designated learning and meeting space. The interior rooms are not a substitute for outdoor activity areas. Please do not play any games where objects are thrown or damage to the interior furnishing will occur.
- Do not hang anything on the painted walls with tacks or tape as this may leave marks or cause the paint to peel.
- Do not hang anything from the ceiling, ceiling tiles or ceiling grid.
- Do not drag things across the floor, including tables and chairs as this might cause damage to the epoxy surface.
- Use only dry erase markers on the white boards.
- Please clean thoroughly at the end of your event.

Heating/Air Conditioning:

The facility has two air thermostats:

One in the main portion, which also provides conditioning for the four classrooms. Each classroom has a thermostat which regulates the temperature in that room separately.

A second thermostat regulates the kitchen and rear of the building. (since this room is locked... how do you get air in the office>>>)

The thermostats are set with a minimum and maximum temperature in order to conserve energy. Instructions are posted next to each thermostat and provide specific operating instructions. Contact the Ranger if any assistance is needed.

Cleaning:

"A Scout leaves everything better than they found it."

General

- All trash and debris should be removed from trash cans in all spaces including the restrooms.
- Sweep all floors with brooms and then mops as required to remove all signs of dirt. Brooms and mops are available in the equipment closet at the end of the main hall, near the restrooms.
- Restrooms should be left clean, including mopping as needed.
- Notify the Ranger if any cleaning supplies are exhausted.

Kitchen

- All appliances are to be fully cleaned inside and out
- All work surfaces are to be left clean and sanitized.
- Sinks should be cleaned and all food debris removed from the strainer.
- Floors are to be swept and then wet mopped.
- Dispose of grease by separating into cans and disposing in trash.
- Cooking oil should be returned to a storage container and removed from camp.
- All dishware should be washed using a 3 stage method and air dried on the rack.

Check-out

- Remove all trash
- Replace all furniture to the original configuration
- Sweep and mop
- Kitchen cleaned and locked
- All cleaning supplies back into storage
- Air conditioning back to "Unoccupied mode"
- Lights off
- Notify the Ranger for checkout

Room inventory

(4) Classrooms: 2 tables, 30 chairs

Date	Revision Information	By
12/17/12	Initial draft for review	MKB