

LINDLEY G. COOK 4-H CAMP



SMALL RENTAL GROUP SURVIVAL GUIDE

Welcome to Camp

Welcome (or Welcome back), to Lindley G. Cook 4-H Camp. We're pleased you've chosen to rent our Camp for your get away in Stokes State Forest. Our goal for your time here is most likely the exact same as yours: that you have a fun, safe, and rewarding stay with us.

Many of our rental groups have been coming to Lindley G. Cook for many years, and every time they step back onto Camp we want it to be exactly the same as they remember. Many groups end up feeling like Camp is their own special place, and we love that. We like it if groups feel like nothing has changed and no one else has even been here since they last left. However, this feeling takes a lot of work on *both* our parts. This is why most of this guide deals with how to take care of our buildings and how to leave Camp **just as you found it** for the next group, the group after that, and the next time your group comes to spend some time in your very own 108 acre spot in the woods.



Thanks and enjoy your stay,

- The Lindley G. Cook Staff



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Before You Arrive

I) What comes included with your rental of Camp?

What comes with your rental of Camp? Well, *Camp*, essentially. We provide our 70 year old Camp facility, a picturesque view around Lake Shawanni, and our private 108 acres of woods bordered on all sides by Stokes State Forest.

You provide the rest.

There is a **30 person minimum for large group rentals**. This means your group will be billed for 30 people, even if fewer attend.

We typically allow one cabin for every 15 people in a group. For example, a rental for 30 people usually includes 2 cabins, while a rental for 60 people would include 4 cabins. This minimum rental also includes our Winter Headquarters Lodge (kitchen, dining room, and central gathering area), our Brown house Bathroom Facilities (Boys and Girls), Game Room and use of our Nesbit Fire Ring.



Additional facilities and programming can be added to your rental (when available). Please see the *Rental Add-Ons* section of this guide for details.

II) Group Leader

Every rental group is required to have a Group Leader. What's involved in this role? The Group Leader is not just the primary contact before your stay at Camp, but just as importantly during it. The Group Leader takes responsibility for the whole group following and upholding the rules and policies of staying here at Camp, and if our staff on-call see something amiss, it is the Group Leader they will contact. Likewise, if the Group Leader sees anything the

group requires from Camp or if an emergency arises, it is them who will be able to contact the staff On-Call for assistance. The Group Leader will have the option of staying in Agent's Quarters , attached to our central Winter Headquarters, which has a private bathroom.



III) What to Bring

As we said, when you rent Camp, you just get *Camp*. We recommend you bring everything else you need. This includes all needed bedding, and of course all appropriate clothes, toiletries, and other supplies for your campers.

The kitchen is supplied with basic pots and pans, as well as plates, cups, mugs and silverware. If you choose to use these, you will be responsible for their

care and cleaning, so you are welcome to bring any kitchen supplies or paper products of your own as well. Camp does not provide any common kitchen necessities (foil, salt and pepper, coffee filters) so remember to make your Kitchen packing list comprehensive.

If you'd like, we can provide our recommended packing list for the summer or winter seasons to you.



IV) Sharing Camp

As a small rental group, it is possible we will have another group utilizing our Main Dining Hall, as your group uses the Winter Headquarters. You will have your exclusive use of the Winter Headquarters, your cabins, the Brownhouse

Bathrooms, and your fire ring. We obviously request that you are respectful of the other group's privacy and space, as we will request the same of them for you. If there will be another group on Camp during your stay, we will let you know in advance.

Pre-Arrival

Our staff will call or email your Group Leader one week in advance to your stay here at Camp. At that time we will get an exact (or as close to exact number) of people you have attending. This number will be important to confirm billing, the facilities included in your rental, and eventually we will need a full list of attendees for our insurance purposes.

On this call, we will also confirm your group's arrival time. Please remember, our staff On-Call will be waiting to greet you on Camp. An **late/early arrival charge** may be incurred if a group is more than one hour outside of its arrival window.

If your group is intending on having an outdoor fire in our Nesbit Fire Ring, we will arrange for a fire permit to be issued at this time as well.

This call is also the perfect time for the Group Leader to bring up any questions, issues, or concerns for us as well.



The number for the On-Call Staff is (973)948-0901. The number for the On-Call Staff is (973)948-0901. If your group would like to be reached via landline during your time at Camp they will have access to phones in

Arrival at Camp

I) Getting Here.

Camp is located at 100 Struble Rd, Branchville NJ. As you drive down Struble, the entrance to Camp will be on your right. Slowly follow the road into Camp and drive around the loop, past the big building on your left (the main DH) and follow the signs to the Office and Winter HQ. The Camp road is a large loop and one way. (Some GPS units will try to lead you to a spot off-road about ½ mile before the entrance of Camp. If this is the case, just keep driving on Struble until you see our sign.)

If you're coming for a weekend, please remember that traffic is often very heavy on Friday afternoon, and can add significant time to travel if you're journeying from the east or south, so please plan accordingly. **We ask that no members of your group arrive before the Group Leader.**

II) Checking In

Our staff On-Call will greet your Group Leader, go through an orientation check-list, and walk through the facilities that will be at your disposal through the duration of your rental. The Group Leader will be expected to make time for this Check-In when they arrive.

Our staff On-Call will also reiterate the Camp rules, and give the Group Leader a list to go over with the group. **It is the Group Leader's responsibility to monitor the group and enforce the rules, not the staff member On-Call.**

III) Parking

Please do not park your cars next to the cabin. To do so is violation of our fire code. Be sure your group parks all vehicles in the red parking zones shown below.



Please drive slowly (10 MPH). Be sure to tell everyone to drive slow – the roads can be slippery and with so many people are running around, we don't want anyone getting hurt. Traffic is one way. The yellow arrows indicate the flow of traffic.

IV) Cabins

Our cabins sleep 18. There are 4 bunk beds on each side of the cabin, and a central room that sleeps 2. We usually recommend the central room is reserved for an adult chaperone or supervisor in a youth camp.

For youth camp rentals, the cabin assignments must be divided along gender lines.



For family camp rentals, the Group Leader may assign whole families to the cabins made available to your group. (Remember, typically one cabin is made available for every 15 members of your group.)

The cabins available to your rental will be open, and the lights and heat (if needed) will be on for your arrival.

Your Stay at Camp

I) Camp Rules

All our Camp rules are trying to accomplish the same thing: safety! The safety of your group and safety for our facility are our highest priority, and that is why it's imperative all the below rules are followed without exception.

- It is the responsibility of the adults in the group to ensure that children are supervised at all times. We have found that the vast majority of the time there was an issue with safety or damage to Camp property, it was because children were unsupervised at Camp. An adult should be present during all activities. **This supervision extends to IN THE CABINS.**
- **Help Maintain the Camp.** A huge part of Camp's charm is our old and rustic buildings, many of which date back to when Camp first opened in 1951. Your group is expected to treat these buildings well, and help us ensure they're still be standing for future visits and years and years to come. If something breaks, please let the On-Call Staff know. We understand that accidents happen. Groups may be held responsible for any damage to the interior or exterior of buildings, including graffiti inside cabins. (Especially *unreported* damage.)
- **Alcohol/Drugs and Smoking.** Both drugs and alcohol are prohibited on Camp (and in all of Stokes State Forest.) Smoking is prohibited except in our designated smoking areas, which are our fire rings. Remember: this is a youth camp, and there should be no cigarette trash left behind. This is an integral part of leaving Camp exactly as you found it.

- **Garbage and Recycling.** Garbage and Recycling cans are available on the Winter Headquarters Porch. We recycle paper, plastic, glass, and metal. Cardboard boxes should be broken down and stacked. We always try to keep the environment in mind in everything we do at Camp, so please attempt to limit your garbage output and recycle all eligible materials.
- **Bathrooms.** We provide our bathroom facilities for all our rental groups. Please be sure your group utilizes them as opposed to using the “natural facilities” around Camp.
- **Pets.** Pets (dogs, cats, lizards, fish, any living animal) are not permitted.
- **Quiet Hours.** We have quiet hours on Camp from 11pm to 7am. All groups are expected to observe these quiet hours. If you are sharing the Camp with another group abiding to these hours is important in regards to respecting them. Even if you are the only group on Camp, there are several year round residents on site who need their sleep as well. How can you be sure that you’re following the quiet hours? A good rule is that during quiet hours, you can never hear someone in one building on Camp from another building on Camp. As you’re walking around Camp after these hours, please remember that voices carry.

II) Lake Activities

-The lake is a one of the most beloved areas on Camp, and it is also one of the most dangerous. We ask that you be sure children are supervised whenever they are around the lake, and that **at no point should anyone be in the water. The swimming area and docks are off limits at all times.**



- Canoeing is only available in season as a purchased programming add-on supervised by L.G. Cook’s own lifeguards. Swimming is only allowed during our Summer Camp program when the lake is monitored and

regulated by an entire team of Lifeguards and a Waterfront supervisor. There are no exceptions to this policy.

- Fishing is available to all rental groups. Fishing on Camp is “Catch and Release.” Please bring all of your own supplies and **please take all of your own supplies back with you.** Throw out all fishing line in the provided dispensaries around the lake. Please take extra care to remove all hooks from the lake as well...they end up in the bare feet of our summer swimmers. **All fish hooks must be de-barbed.**
- If you are here in the Winter, we will give you an ice report on the lake when you check in. If the ice is thick enough to warrant activities on the frozen lake, we will let you know. If it is not thick enough, we will make you aware that the lake is off-limits. Please refrain from throwing rocks and sticks on the ice.



III) Winter Activities

a. Snow

- i. If there is snow at camp, everyone will want to sled down the hill. They will stay out there until their noses are red and they can't feel their toes.
- ii. Camp has a few tubes for sledding. They will be given to the group if the snow is deep enough (running tubes down the hill without enough snow ruins the tube covers)
- iii. All sledding activities must be supervised by an adult at all times. Please do not let kids make jumps or go down standing – taking kids to emergency room is no fun.



- iv. For your safety, if sledding on the damn, please sled /tube on the hill between the pine trees and the orange cone. The area between the cone and the bridge is unsafe and off limits for sledding
- v. Making a campfire and singing by the lake is also fun, and a nice way for kids to warm up while sledding or skating.

- b. **Ice**— For your safety please DO NOT ice skate or walk on the ice unless **you receive an OK from a camp employee.**

A notice if the ice is safe will be posted.

- c. Every group that come to camp wants to see how thick the ice is. The scientific approach they take to determine the thickness of the ice is to hurl large objects onto the ice in an attempt to make it crack. Some even take the rocks of the retaining area of the peninsula at vespers island area for this purpose. Please refrain from throwing sticks or rocks onto the ice, since they create tripping hazards for future skaters. They also make the lake look awful, and encourage other groups to do the same.

- d. The swim area and docks are off limits, because the ice causes

these to shift and become unstable. A ladder is attached to the side of the old boathouse near the lakeside fire ring in case of emergency.



- a. **Ice Fishing**—Camp has “tip ups” and an ice auger for groups to use if the ice is thick enough. You will need to purchase bait. The sports shop on route 206 is open early on weekends. Fishing on our lake is “Catch and Release”. You can fish anywhere on the lake except near the swim docks and swim area. Please remove all fishing line, tackle, hooks and containers when you leave.

V) Kitchen Use

- The Winter Headquarters Lodge has a small kitchen, featuring an old electric stove, oven, microwave, toaster, coffee maker, hot water carafes, and dishwasher. Using these appliances safely and responsibly is of course another thing all rental groups are tasked with. A full list of available kitchen supplies can be provided upon request.
- The range on the stove is old (like everything else), and cooking large quantities of food or boiling water might take longer than anticipated.
- All dishes being washed and put back in their properly labeled place is of course part of leaving Camp “just as your found it.”

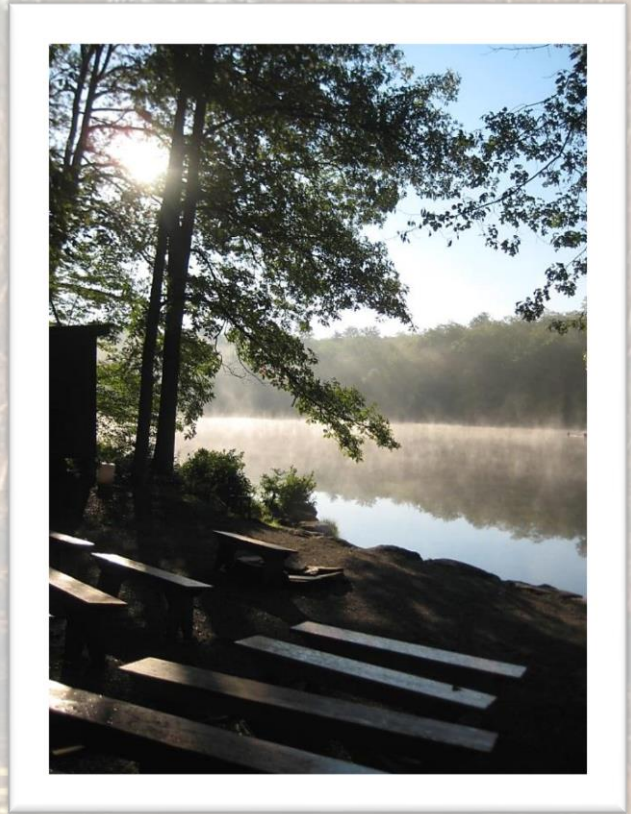


VI) Campfires

Campfires are of course a classic part of the camping experience, and we encourage you to include them in your stay at L.G. Cook.

- Any campfires held on Camp must have an accompanying fire permit from Camp.

- The fire permit will be for the fire ring you are assigned to only.
- Please follow all rules of the fire permit, including limiting your fire to **2 feet tall** in height, and putting the fire out completely at the conclusion of your campfire.
- You will be allotted a pile of campfire wood. If you'd like more wood, it can be purchased for an extra fee.
- There is also an indoor fireplace in the Winter Headquarters. This should of course be manned with caution, and responsible adults should supervise the fire. This fireplace is designed for atmosphere, not to heat the building. Please keep this in mind, and keep your fire contained to three or four logs. Like the outdoor fires, you will be allotted an amount of wood, and more can be purchased if needed. Fireplaces will need to be swept and cleaned of ash at the end of your stay.



Departure (Until Next Time)

I) Walk-Through

The morning of your check-out the staff on-call will do a quick walkthrough of your rented facilities with the Group Leader. This will ensure your group knows exactly what it needs to do to clean Camp to our expectations.

II) Clean-Up

Camp clean-up is one of the most crucial components of leaving Camp just as you found it. Camp's low rental fees do not allow us to hire a cleaning staff. The way we keep these fees low is we ask the groups to clean up after

themselves. This includes the removal of all trash and items, sweeping of the floors, and litter patrol. The staff On-Call will have provided you with cleaning checklists for all of the facilities you occupy during your stay. Please follow those checklists with your group to ensure that the *next* step goes easily.

III) Check Out

Our On-Call Staff will arrange a time to meet with you on the day of departure to walk through the facilities your group occupied during their stay. We suggest this time is arranged before any members of your group depart, so that if further cleaning needs to be done or something has been missed, the few remaining members don't have to take care of that on their own.

Once we have confirmed that Camp is clean and everything is all set, the On-Call Staff and the Group Leader will confirm that we have a copy of your attendance list, all payment is taken care of, and collect an evaluation of your stay if you have any thoughts for us. At this time we can even look at the calendar and tentatively schedule your group's next visit to Lindley G. Cook 4-H Camp.

Rental Add-Ons

In addition to your base rental, which does just include use of the facilities stipulated, there are some additional facility and programming that can be added onto your rental of Camp. **Many of these programs are only available seasonally, or if we can secure supervisors or instructors.** Seasonal pricing can be found on our rental sheet.

Facility:

- An extra fire ring. We need a permit issued for every fire ring used, and only one fire ring is included in a base rental.
- Extra fire wood. If you are going to be having multiple fires or long burning fires, extra wood may need to be purchased at \$50.00 a stack. Remember: even if extra wood is purchased, the fire permit dictates **fires should not exceed two feet in height!**

- For extra meeting or programming spaces your group could also utilize our Craft Shop or Nature Center.
- The list of minimums required for individual facilities are on our rental sheet. If your group falls below a minimum but would like use of a specific building or area, it could also potentially be added to your rental.

Programs: Most programs are only seasonally offered, from May-September, and dependent on availability of staff.

- Canoeing is available in afternoon or morning sessions, run by two L.G. Cook Staff members. (One life guard and one other.)
- Archery is available in afternoon or morning sessions.
- Teambuilding is available in two hour increments.
- Arts and Crafts, Environmental Education, and some other Camp programming could be available upon request.

Fees:

- Early Arrival or Late Departure: Any time a group is on Camp, there needs to be a staff member here as well. Therefore, if a group arrives more than an hour outside of its stated arrival window, a surcharge may be incurred. This goes for departure time as well. If you would like to arrive before 4:00 pm or depart after 2:00 pm, an additional half-day may be available to be added to your rental.

Questions

If you have any questions or need clarification on any policies, feel free to reach out to us at the Camp office. Our office hours are 8:00am-4:00pm, Monday-Friday. You can also email our Program Director at clawson@njaes.rutgers.edu. Our goal is to make your stay as simple and safe as possible, and to give you the room to make your Camp experience exactly what you want it to be, while ensuring Camp will continue to be here (the way it is) for future getaways for years to come.