

WELCOME TO TRAILS END CAMP

Thank you for choosing to stay at Trails End Camp. We trust your stay will be pleasant as you enjoy the facilities and grounds at the camp. Feel free to wander about and take advantage of the quiet of this unique and historic campground. If you have any questions or have any needs we can reasonably meet feel free to ask. In an effort to provide a profitable and enjoyable time for you, and others who will follow you, we have some helpful information to share.

CHECK IN.

Meet as soon as possible with the caretaker who can provide you with instructions relating to camp operation, safety, and State and County ordinances. Even if you have stayed at camp before there may be changes due to State law or policy. If changes are needed to the check in/check out times notify the caretaker as soon as possible (preferably prior to the date of arrival).

EMERGENCIES.

Occasionally someone will get ill or need minor medical treatment. First aid kits are available for minor injuries and are located in the Kitchen, the Boat House, and the Infirmary. If you use anything from the first aid kits please inform the caretaker so the items can be replenished.

A telephone is located in the store room off the Kitchen. Only Local and 9-1-1 calls can be made from this telephone.

KITCHEN

The cooking utensils and other items in the kitchen are available for your use. After use please wash and sanitize the utensils and return them to their proper place.

Cleaning supplies are available for use and are located in the storage room off the Kitchen. Brooms and mopping supplies are also located in the storage room. Please do not use bleach. The following are approved cleaning products, including their use:

Quatracide (or HQD plus equivalent) – for cleaning/sanitizing utensils, countertops, etc.

Detergent/Cleaning Tablets – for cleaning floors - two tablets per mop bucket.

Dish soap is provided by the user.

Paper products consisting of dispenser rolls of paper and toilet paper are located in the storage room.

Trash container liners (large and small) are located in the storage room. When a trash can becomes $\frac{3}{4}$ full please remove and replace the liner (otherwise it becomes too difficult to lift).. Place the full trash bag in the covered dumpster located at the entrance road to the camp near the Shop. (Note – Do not leave trash outside at night – it will attract large and small critters.) Please maintain a clean environment. Remember to recycle and to sweep and mop as necessary.

Located in the Kitchen is a Weather Warning radio.

Bathrooms are located off the Kitchen area and are maintained for staff use.

Please do not move/remove any items from the Kitchen desk or put pins, tacks, staples, nails, etc. in walls – use printers tape (blue tape) to affix signs or notices and remove EVERYTHING before leaving camp.

DINING HALL

Tables and benches are located in the Dining Hall and should be washed and sanitized after each use.

Remove any trash containing food items from the Dining Hall to discourage animals. Trash should be removed to the blue dumpster located at the entrance road to the camp near the Shop.

NOTE – keep all doors closed at night to discourage animal visits.

EBLING HALL

Tables and chairs have been provided. Metal folding chairs are located in their respective storage carts at the southeast end of the room. Other chairs and tables are located around the perimeter of the room. ***Please note their location to be able to return them to their proper place at the end of your stay.*** Cover tables used for any craft work. The games and game equipment located in the hall are to be returned to their proper place. Trash cans and brooms are provided to maintain a clean room.

SHOWERS

A modern shower/bath facility is located at the west side of the camp. The facility is separated by gender and each has four shower stalls along with adequate toilets and sinks. Each shower/bath is provided with warm air hand drying units. Each camper will need to supply their own shower/face towels, soaps, etc.. Remove all personal items daily after using the showers.

Between the shower units is located a maintenance/supply room. This room is restricted to responsible adults and contains cleaning supplies, mops, brooms, etc., allowing for each group to maintain a clean facility. Please keep the door to this room closed and locked and monitor activity in the room.

The Shower facility has been designated as a safer area for shelter during severe weather conditions. Located in the maintenance/supply room is a Weather Warning radio.

CABINS

Nine cabins are located at Trails End Camp. Cabin capacity in each cabin is governed by Wisconsin Administrative Code and a posting of maximum cabin capacity is located in each cabin.

Do not move bunks. There are separation requirements that are required by law.

BOAT HOUSE and BEACH AREA

The Boat House contains life-saving equipment, canoes, and life jackets. All equipment is to be placed neatly back in their proper place after each use. A broom and trash container is located in the Boat House.

CAMPFIRES.

State law requires a “fire bucket” filled with water be present at each campfire. Buckets are located near the kitchen. Fires must be continually attended. Remember to “douse and stir” each fire when done.

VEHICLE PARKING

Parking is allowed along the roadway. The vehicle must be at least 3 feet off the traveled portion of the road. See Caretaker for any other restrictions.

SMOKING is not allowed in any building and must be conducted at least 20 feet from any entrance. All cigarette butts or other material must be disposed of properly.

Please report any damage or items needing attention to the Caretaker.

CHECK OUT

PLEASE REFER TO DEPARTURE NOTES FOR INSTRUCTIONS TO FOLLOW PRIOR TO LEAVING CAMP.
REV6/1/18 WELCOME INSTRUCTIONS

DEPARTURE NOTES/CHECKLIST (Check off each item when completed)
*Please have the following completed **AT LEAST one hour prior to departure time.***

KITCHEN

- Remove all personal items (including from the Kitchen bathrooms)
- Clean countertops – clean grill (if used). NOTE: also check refrigerators and freezer for items.
- Flush toilets
- Return cleaned/sanitized kitchen utensils and other items to their proper place
- Remove floor mats (hang on outside railing).
- Shut and Lock windows
- Sweep and mop kitchen and bathroom floors.
- Remove trash - Shut off lights.

DINING HALL

- Remove personal items. NOTE: also check refrigerators and freezer for items.
- Clean tables/benches.
- Clean up any spills.
- Shut and Lock windows
- Sweep floors.
- Remove trash - Shut off lights.

EBLING HALL

- Remove personal items.
- Clean tables/chairs – return to their original location.
- Return games, etc. to their original location.
- Shut and Lock windows.
- Sweep floors
- Remove trash- Shut off lights.

SHOWERS

- Remove personal items.
- Flush toilets - shut off sink and shower faucets and valves.
- Clean surface areas.
- Sweep and mop floors (rinse mop and mop bucket).
- Remove trash - Shut off lights and close door to maintenance/supply room.

CABINS (*See CABIN CLEANUP form - complete and submit*)

CAMP GROUNDS

- Pick up litter - Return picnic tables and/or benches and other items to their original location.
- Shut off yard lights

Please utilize the recycle bins. Trash may be placed in dumpster located near shop. Report any damage and items needing maintenance to the Caretaker. **Meet with caretaker at the end of your stay to tour facilities and complete necessary paperwork-**