



*Collinswood*

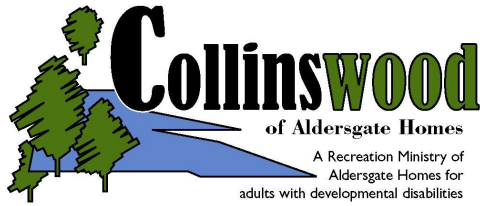
**A**

**Retreat and Recreational**

**Center**

**of Aldersgate Homes, Inc.**

**Information and Forms**  
**For Day Use**



Hello!

We are pleased that you have contacted Collinswood Retreat & Recreational Facility. We appreciate the opportunity to offer you our hospitality.

Collinswood is part of Aldersgate Homes, Inc., a related ministry of the North Georgia Conference of the United Methodist Church. The mission of Aldersgate and Collinswood is to provide services to persons with developmental disabilities.

If your reservation is already tentatively scheduled on our calendar, please check the enclosed User Agreement to be sure the details for your event are correct and that you understand the information on the form. If you have not yet begun the registration process, you will find lots of information here!

Please complete / sign the enclosed Registration and User Agreement forms and return them with your deposit of \$100 to confirm your reservation. An accurate attendance count and total fees are due prior to your arrival. Reservations cannot be held without your deposit and timely payment of fees. You will receive the necessary keys upon full payment and, if there is no damage to the property requiring repair expenditures, your deposit will be refunded upon return of the keys provided.

Additional information herein includes:

- Schedule of user fees
- General Policies and Group Leader Information
- Group Participant Information. Please copy and distribute this to each participant as it contains emergency contact information for parents or guardians and packing list suggestions.
- Map / Directions can be found on our website or supplied to you.

If you have questions or concerns, please contact us. We look forward to serving you.

Sincerely,

Becky Bocian  
Executive Director

## **General Policies and Group Leader Information**

### **Facilities**

- Day use fees of \$20.00 per person include use of all grounds and open facilities; covered pavilion, sports areas, nature trail, dock, gazebo with picnic tables, and bathhouse. There are accessible restrooms in the bathhouse at the lakefront.
- Wilder Hall, the food preparation and dining facility, seats 60 and provides restrooms and heat and air. It is available for day use at a fee of \$250.00.

### **Contact and emergency information**

- Collinswood is located in the community of Buckhead near Madison off I-20, about 1 1/2 hours from Atlanta. The address is 1180 Fraction Bottom Road, Buckhead, GA 30625. Directions can be found on our website.
- Be aware that not all cell phone services work at Collinswood.
- A permission slip for medical treatment, signed by a parent or guardian, is required for every developmentally disabled minor visitor. These should be maintained by the group leader.

### **Procedures**

- The sponsoring organization agrees to supply a copy of the contract and Group Leader Information Sheet to the leader who will be on site at Collinswood. Please do this in advance, so the group leader will be aware of contracted agreements and his/her responsibility to fulfill these commitments.
- The group leadership assumes responsibility for and must supervise all persons on site in connection with the group's program or use of the facility.
- Please report any damage or difficulties to Aldersgate/Collinswood. Individual groups will be responsible for any damages.
- There is *no lifeguard*. Swimming and boating in the lake at Collinswood is not allowed except when specifically agreed upon by Aldersgate Homes in advance. Requirements for agreement include specific insurance needs, approved adapted equipment, and approved supervision. These are very strict requirements for the safety of all and must be individually addressed and complied with by each visiting group / organization.
- Fires are allowed on property in designated areas only. There is a fireplace in the pavilion and a pit for campfires at the lakefront. Outside cooking is allowed only in these areas and on grills. All fires should be attended until all embers are extinguished.

### **Recreation Facilities**

- Fishing at the dock, basketball, volleyball, and shuffleboard courts and a meadow for games are near the cottages. Some sports equipment is available onsite.
- The cottages, the nature trail through the woods to the lakefront area, the lakefront, the vinyl dock, the gazebo, and the bathhouse are all wheelchair accessible. There is also a paved driveway from the cottages to the lakefront area for vehicle transportation, if needed for some persons.

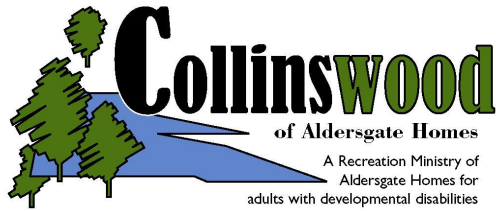
## **General information**

- A list of area restaurants for dining out or catering is available. Please contact us.
- Your group will need to bring food and other necessities, such as toilet paper and paper towels.
- Collinswood has a grill. You may bring your own supplies to use with appropriate caution to avoid fire hazards. The grill should be cleaned after use.
- There are no snack machines on the grounds at Collinswood.
- There is no trash pickup at Collinswood. Keep trash in plastic bags and dispose of it off site.

## **Check-In and Check-Out**

- Facilities will be available at 10:00 am, unless otherwise contracted.
- Departure time is no later than 4:00 pm, unless otherwise contracted.
- Once cars have unloaded, please park cars and vans in the designated parking area.
- Upon your departure, please check to make sure everything is left clean and orderly.
- Take your trash with you for disposal off site. There is no trash pickup at Collinswood.

We hope you will have an enjoyable visit to Collinswood!



## Group Participant Information

### Contact and emergency information

- Collinswood is located in the community of Buckhead near Madison off I-20, about 1 1/2 hours from Atlanta. A map and directions can be found on our website or supplied upon request.
- The nearest emergency team and hospital is in Madison. For emergencies, call 911.
- Be aware that not all cell phone services work at Collinswood.
- A permission slip for medical treatment, signed by a parent or guardian is required for every developmentally disabled minor visitor and should be kept in the possession of the group leader.

### General policies & information

- Absolutely no alcoholic beverages, illegal substances, drug paraphernalia, fireworks, or weapons of any kind are allowed on site.
- No go-carts, golf carts, bicycles, scooters, skateboards are allowed. Exceptions can be made in specific instances, only by Aldersgate / Collinswood staff and with specific requirements.
- Pets are discouraged on site. Exceptions will be made for service animals.
- Quiet times are from 11 pm-7 am. We respect the privacy of our Buckhead community neighbors.
- Shoes must be worn on the property at all times.

### Facilities

- The cottages, pavilion, dining hall, the nature trail through the woods to the lakefront area, the lakefront, the dock, the gazebo and the bathhouse are all wheelchair accessible. There is also a paved driveway from the cottages to the lakefront area if some persons need to be transported in vehicles.
- Basketball, volleyball, and shuffleboard courts are located near the cottages.
- The meadow is available for games.
- Fishing is available at the lakefront dock.
- Swimming and boating are not allowed at Collinswood, except when specifically agreed upon by Aldersgate Homes. Requirements for agreement include specific insurance needs, approved adapted equipment, and approved supervision. These are very strict requirements for the safety of all and must be individually addressed and complied with by each visiting group / organization.

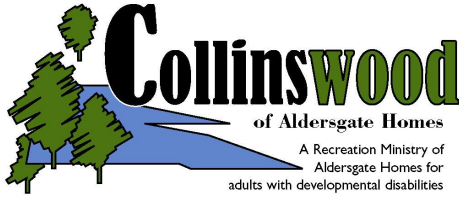
# Things to bring suggestion list:

- prescribed medications
- comfortable clothing appropriate for weather and planned activities
- comfortable shoes
- sunscreen and bug repellent
- emergency contact numbers

# **COLLINSWOOD**

## **FIRE SAFETY RULES & REGULATIONS**

1. ABC fire extinguishers have been inspected, tagged, dated, and are operational. They are mounted on the wall at the front and back entrances of the cottage and next to the top of the stove in the kitchen.
2. Smoke/fire alarm detectors are located in every room of each cottage. They have back-up batteries in case of a power failure. The alarm system equipment is in the sitting area pantry.
3. A fire escape route is in each room of the cottages. It identifies one's present location and nearest exit.
4. Exit lights are installed above each outside door. They are powered with back-up batteries in the event of a power failure.
5. Each group using the facility will perform a fire drill within 2 hours of their encampment to familiarize the participants with emergency procedures and routes.
6. Smoking is not permitted in any building.
7. Fires are allowed on property in designated areas only. There is a fireplace in the pavilion and a pit for campfires at the lakefront. Outside cooking is allowed only in these areas and on grills. All fires should be attended until all embers are extinguished.
8. Flammable materials may not be stored in any building.
9. No fireworks, firearms or ammunition are allowed anywhere on the property



## User Registration and Agreement – Day Event

**Usage fees:** These fees include use of outdoor facilities and the lakefront bathhouse

- \$100 deposit, refundable only with 2 week notice of event cancellation.
- \$20 per person day use fee.
- Wilder Hall, our food preparation & dining facility seats 60+. Usage fee is \$250.00 per day.
- Total fees are due prior to the scheduled arrival.
- Provided no damages are discovered, the deposit will be refunded following return of all keys.

Please return this signed agreement with your deposit. Reservations cannot be held otherwise.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Date Requested: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Is the group children / youth / adults / family / organization? Please circle all that apply.

Name of Event (if different from above) \_\_\_\_\_

Number of expected attendees: Girls: \_\_\_\_\_ Boys: \_\_\_\_\_ Adults-F: \_\_\_\_\_ Adults-M \_\_\_\_\_ Total \_\_\_\_\_

Facilities needed: Gazebo \_\_\_\_\_ Bathhouse \_\_\_\_\_ Cottage 1 \_\_\_\_\_ Cottage 2 \_\_\_\_\_ Wilder Hall \_\_\_\_\_

Terms of Payment:

Please send your deposit of \$100.00 for grounds use only, or \$200.00 if using Wilder Hall, with a signed copy of this agreement thirty days prior to your visit to Collinswood.

Full payment is expected prior to your event. Checks should be payable to:

Aldersgate Homes / Collinswood 4105 Briarcliff Rd. NE Atlanta, GA 30345

Cancellation Terms:

Please notify the Aldersgate / Collinswood office immediately if you need to cancel this event. The deposit will be returned if cancellation occurs at least 2 weeks prior to your scheduled arrival date.

Authorized Agent:

By my signature below, I acknowledge that I have the authority and responsibility to interpret this User Agreement to all members of my group. I will be responsible to Collinswood for full payment as set forth above. I understand that the *General Policies and Information* become a binding part of this User Agreement. I accept responsibility to communicate these policies to all members of my group. It is further understood that failure to return this signed agreement with appropriate payment invalidate this agreement and allow Collinswood to schedule another group.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Collinswood Confirmation:

I confirm our receipt of this agreement signed by the Group's Authorized Agent and accompanied by the payment stated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Aldersgate / Collinswood representative

**Collinswood Mission Statement**

**The Mission of Collinswood is to:**

**Provide a recreational and retreat facility where all persons, especially those with mental and physical challenges, are valued and can enjoy quality time in an accessible, lakefront, nature-oriented setting with family and friends.**

(Day Use Registration and Agreement-- Page 2)