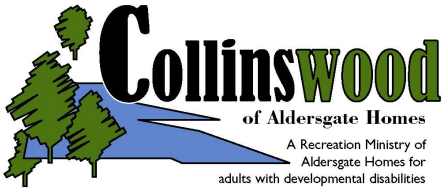




Collinswood

A Retreat and Recreational Center of Aldersgate Homes, Inc.

**Information and Forms
For Overnight Use**



Greetings,

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

Collinswood is the recreational and retreat ministry of Aldersgate Homes, Inc. Aldersgate / Collinswood is a related ministry of the North Georgia Conference of the United Methodist Church.

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 begun the registration process, you will find lots of information in these pages!

Please complete / sign the enclosed Registration and User Agreement forms and return them with your deposit of \$100.00 per cottage and \$50.00 for Wilder Hall, if using it. Your reservation will be confirmed and held for you upon receipt of your deposit. The dates will be open for booking by other groups without the deposit.

Additional information attached includes:

- 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.

A map and directions to Collinswood can be found on our website or supplied to you.

If you have questions or concerns, please do not hesitate to contact us. We look forward to serving you.

Sincerely,

Becky Bocian

Executive Director

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. The group leader may request a map and directions.
- The nearest emergency service and hospital is in Madison. For emergencies, call 911.
- A permission slip for medical treatment, signed by a parent or guardian, is required for every developmentally and/or physically disabled minor visitor. The group leader should maintain these.

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 unless they are specifically adapted to meet AARC modifications. Your organization must provide to Aldersgate Homes copies of your insurance policy covering the use of these and naming Aldersgate Homes as an additional insured on your policy.
- Pets are discouraged on site. Exceptions may be made on request 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, Wilder Hall, Proctor Pavilion, 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. Some sports equipment is available onsite.
- The meadow is available for games.
- Fishing is available at the lakefront dock.
- Swimming and boating are not allowed at Collinswood except as 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.

Things to bring list

- sleeping bags or twin size bedding, pillow
- towels and shower needs, including shower shoes
- toiletries
- prescribed medications
- comfortable clothing appropriate for weather and planned activities
- comfortable shoes
- sunscreen and bug repellent
- emergency contact numbers

General Policies and Group Leader Information

Usage fees

Cottages

\$300.00 per night, per cottage, covers up to 10 people in each cottage.

Additional persons are charged \$30.00 per person per night. These are beds for 20 in each cottage.

Tents

With advance permission from Aldersgate / Collinswood tent camping is permissible. Groups will need to bring their own tents, which can be pitched in the area between the cottages or at the lakefront. At least one adult supervisor or counselor per each 10 campers must also camp in the tent area. The cost per tent visitor is the same as occupants of the cottages, \$30 per person, per day.

Dining Facility

There is a \$250.00 per night fee for use of Wilder Hall. Wilder Hall offers full kitchen facilities for food preparation and seating for 60 for dining and meetings.

Day participants

There is a \$20 fee per person, per day, for day participants joining an overnight group.

A deposit of \$150 per cottage and \$100 for Wilder Hall use is required with this signed agreement. Total fees are due prior to the scheduled arrival, unless otherwise agreed upon with Aldersgate / Collinswood. Provided no damages are discovered, the deposit will be refunded within two weeks following your visit and our receipt of returned keys.

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 will be supplied upon request.

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. The group leader should maintain these.

Procedures

- The contracting organization will supply a copy of the contract and the Group Leader Information Sheet to the event leader who will be on site at Collinswood. The group leader will know what has been agreed upon and understand 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 problems to Aldersgate / Collinswood. Groups will be responsible for any damages.
- There is *no lifeguard*. Swimming and boating in the lake are strictly prohibited at Collinswood, except as previously stated: The activity must be 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.

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 at the cabins, please park cars and vans in the designated parking lot, allowing emergency vehicles access to all buildings should such a need arise.

On the day of your departure, please make sure everything is left clean and orderly. Turn lights off, make certain all kitchen and/or food preparation equipment is turned off, remove and dispose of items from the refrigerator, turn off AC/heating, and lock cottages and other buildings. Return fire extinguishers, life safety equipment, phone, and first aid kit to locked area. Take your trash with you to be disposed of at your responsibility.

Your deposit will be returned following our receipt of the keys, provided there is no damage to the property.

Recreation Facilities

Fishing is available from the dock.

The cottages, dining hall, and pavilion, 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 for vehicle transportation, if needed for some persons.

Basketball, volleyball, and shuffleboard courts are located near the cottages.

The meadow is available for games.

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.

General information

The cottages are furnished to accommodate overnight stays, including kitchenette basics. Each cottage has a stovetop and a toaster oven and/or microwave. There is no full sized oven.

A list of area restaurants for dining out or catering is available. Please contact us.

Your group will need to bring bedding for the twin sized beds, food, cleaning supplies, and other necessities, such as toilet paper and paper towels.

Collinswood has several grills, including one large enough for group outdoor cooking. You may bring your own supplies to use with appropriate caution to avoid fire hazards. The grill should be completely cooled and 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. Disposal of trash off premises is your responsibility.

We hope you will have an enjoyable stay at Collinswood!

General Policies and Group Leader Information

Page 2

COLLINSWOOD

FIRE SAFETY RULES & REGULATIONS

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.

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.

A fire escape route is in each room of the cottages. It identifies one's present location and nearest exit.

Exit lights are installed above each outside door. They are powered with back-up batteries in the event of a power failure.

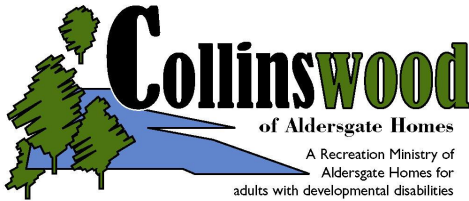
Each group using the facility will perform a fire drill within 2 hours of their encampment to familiarize the participants with emergency procedures and routes.

Smoking is not permitted in any building.

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.

Flammable materials may not be stored in any building.

No fireworks, firearms or ammunition are allowed anywhere on the property.



User Registration and Agreement – Overnight Event

Please return this signed agreement with your deposit by _____.

Dates Requested: From: _____ To: _____

Group Name: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Email: _____

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

Number of persons attending: Girls: ____ Boys: ____ Adults-F: ____ Adult-M ____ Total _____

of Persons with disabilities ____ Nature of Disabilities _____

of Caregiver/Supervisors ____

Name of Event (if different from above) _____

Terms of Payment: Please send your deposit of \$150 per cottage with a signed copy of this agreement thirty days prior to your visit to Collinswood. Full payment is expected prior to your event. The full payment is \$300 per cottage per night, plus \$30 per person per night over the initial 10 persons per cottage. Please make checks payable to Collinswood. Keys will be provided to the contact person upon receipt of payment.

Cancellation Terms: Please notify the Aldersgate Homes office immediately if you need to cancel your reservation. 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. Further, I will be responsible to Collinswood for full payment as set forth above. I understand that the *General Policies and Information* provided 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 the appropriate payment by _____ will make this agreement void and allow Collinswood to schedule another group.

Signature _____ Date: _____
(Please sign and return with required deposits.)

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.