



# *Camp 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 Homes 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 Homes 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 per cottage. 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 floor plan of the cottage, a map and directions to Collinswood can be e-mailed to you.

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

Sincerely,

*Anne Hansen*

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 disabled 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 for use by those with disabilities 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, 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 allowed at Collinswood 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.

### Location:

- gps: 1180 Fraction Bottom Road, Buckhead, GA 30625
- A map is attached.

# 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 information

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

### **Usage fees**

#### Cottages

\$300.00 per night, per cottage, covers up to 20 people in each cottage. There are 3, 5 bedroom 3 bath cottages. Each cottage has 20 beds, 15 at floor level and 5 top bunks.

#### Tents

Tents may be used to accommodate a maximum of 20 additional visitors in no more than 10 tents. Groups will need to bring their own tents, which can be pitched in the area between the cottages. At least one adult supervisor or counselor per each 10 campers must also camp in the tent area. No group may use tents unless they have rented at least one cottage. The cost per tent visitor is \$15 per person per day.

**Developmentally disabled persons staying at Collinswood must stay in the cottages.**

#### Dining Facility

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

#### Day participants

There is a \$10 fee per person, per day, for day participants joining an overnight group.

A deposit of \$100 per cottage and \$75 for Wilder Hall use is required with this signed agreement. Total fees are due 2 weeks prior to the scheduled arrival, unless otherwise agreed upon with Aldersgate Homes. Provided there are no damages, the deposit will be refunded within two weeks following your visit.

### **Contact and emergency information**

A permission slip for medical treatment, signed by a parent or guardian, is required for every developmentally disabled 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 Homes. Groups will be responsible for any damages.

- There is *no lifeguard*. Swimming and boating in the lake at Collinswood 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.

Aldersgate Homes, Inc. 2428 Main St. E, Snellville GA 300078 404 327-9491 [aldhomes@bellsouth.net](mailto:aldhomes@bellsouth.net)

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 provided there is no damage to the property.

### **Recreation Facilities**

Fishing is available from the dock.

The cottages, 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.

### **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.

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. Please bring your own supplies and use 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.

Organized campfires are allowed at the lakefront firepit and in the Proctor Pavilion fireplace. Bring your own firewood. Grills are available for outdoor cooking. Please attend grills until all embers are extinguished.

Flammable materials may not be stored in any building.

Firearms or ammunition are not allowed on the property.



**User Registration and Agreement – Overnight Event**

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 \$100 per cottage with a signed copy of this agreement thirty days prior to your visit to Collinswood. Full payment is expected 2 weeks prior to your event. The full payment is \$300 per cottage per night. Please make checks payable to Aldersgate / Collinswood. Entry codes and access to 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.

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 Homes Representative

### **Collinswood Mission Statement**

*Camp Collinswood on Lake Oconee offers a place for rest, retreat and recreation for all people, especially those with mobility issues.*



## **Collinswood of Aldersgate Homes**

**1180 Fraction Bottom Road Buckhead, GA 30625**

### **Directions to Collinswood**

#### **From Atlanta:**

- Take I-20 E towards Augusta.
- Exit I-20 at exit # 121 Buckhead (GA, not downtown Atlanta! This is the first exit past Madison)
- Turn Left off the exit and go about a mile until the road dead ends into a "T".(From this point on, there are Collinswood signs at every turn.)
- At the "T", turn right onto Parks Mill Road. You will go several miles.
- At Katy's Korner convenience store, turn left onto Blue Springs Road. Go about a mile.
- Turn right at Swords Road. You will see the little white Swords UMC building.
- Go a block in front of the church and turn back left onto Fraction Bottom Road.
- Collinswood will be on your left in about 1/4 mile.

#### **From Augusta:**

- Take I-20 W towards Atlanta.
- Exit I-20 at exit # 121 Buckhead. This exit is just beyond Greensboro, GA.
- Turn Right off the exit and go about a mile until the road dead ends into a "T".(From this point on, there are Collinswood signs at every turn.)
- At the "T", turn right onto ParksMill Road. You will go several miles.
- At Katy's Korner convenience store, turn left onto Blue Springs Road. Go about a mile.
- Turn right at Swords Road. You will see the little white Swords UMC building.
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