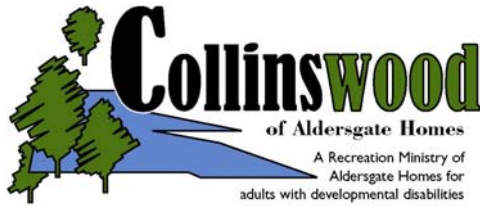


# *Collinswood*

**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 Homes and Collinswood of Aldersgate 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 \$20 to confirm your reservation. The total fees are due 2 weeks prior to your arrival date. Reservations cannot be held without your deposit and timely payment of fees. You will receive the necessary keys upon full payment and, assuming no damage to the property requiring repair expenditures, your deposit will be refunded upon return of the keys provided.

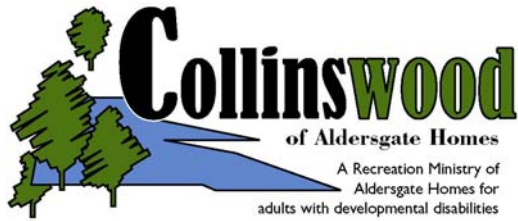
Additional information enclosed includes:

- General Policies and Group Leader Information
- Group Participant Information. Please copy and distribute this to each participant as it contains emergency contact information for their parent or guardian and packing list suggestions.
- Map / Directions can be e-mailed to you.

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

Sincerely,

Becky Bocian  
Director



## Collinswood Registration – Day Use

### Contact Information:

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### Group Information:

Total participants \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Under age 14 \_\_\_\_\_ over age 14 \_\_\_\_\_

Number of supervisors/caregivers: \_\_\_\_\_

Total # attending: \_\_\_\_\_

Number of persons with disability: \_\_\_\_\_

Nature of disability (describe): \_\_\_\_\_

\_\_\_\_\_

### Registration Dates:

Date of planned trip to Collinswood: \_\_\_\_\_

Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

Your planned group activities:

Please return this form, completed, with your deposit of \$20.00. Additionally, please send a list of participants with your full payment two weeks prior to your arrival at Collinswood. At that time keys will be provided to the contact person. Thank you.

# General Policies and Group Leader 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 supplied upon request.
- There is a phone in the cottage for emergency use. The phone number is: 706 752-0236. All long distance calls must be collect.
- 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 visitor and should be in the possession of the group leader.

## Procedures

- The sponsoring organization agrees to supply a copy of the contract and Group Leader Information to the responsible leader who will attend with the group. This should be done in advance, so the group leader will be aware of what has been agreed to and his/her responsibility to lead the group in fulfilling 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 the Aldersgate Homes. Individual groups will be responsible for any damages.
- There is *no lifeguard*. Swimming and boating in the lake are strictly at Collinswood.

## 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.

## Meeting Areas

- Thank you for protecting the property during your group visit.
- Please do not move the furniture.

## Recreation Facilities

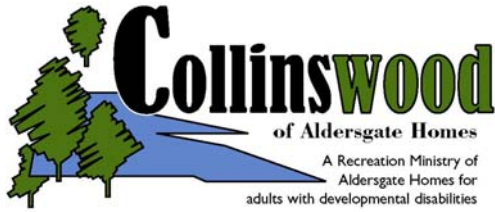
- Fishing is available from the dock.
- The cottages, the nature trail through the woods to the lakefront area, the lakefront, the vinyl dock, the gazebo, and the bathhouse are all wheelchair accessible. There is also a paved driveway from the cottages to the lakefront area for vehicle transportation, if needed for some persons.

- Basketball, volleyball, and shuffleboard courts are located near the cottages.
- The meadow is available for games.

### **General information**

- A list of area restaurants for dining out or catering in is available.
- 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.
- 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 upon your return home, or incinerate it in the designated location. Make certain the fire is extinguished before leaving.

We hope you will have an enjoyable stay at 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 supplied upon request.
- The phone number in the cottage is: 706 752-0236. This phone is for emergencies and out going call charges are the responsibility of caller.
- 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 visitor and shall be 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.
- Smoking is not allowed in any building on the property. Please provide your own equipment to properly dispose of any smoking related trash.
- No go-carts, golf carts, bicycles, scooters, skateboards are allowed.
- Pets are not allowed on site.
- 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, 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.

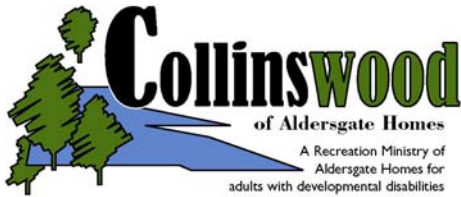
# **Things to Bring suggestion list:**

- 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. No smoking is permitted in any building.
7. No organized campfires are allowed on property. Outside cooking is allowed only on grills. Grills are to 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 Agreement – Day Event

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

- \$20 deposit
- \$5 per person day use fee.
- If you choose to use a cottage for the day, there is a cottage use fee of \$25.00 per cottage.
- Total fees are due 2 weeks 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.

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

Group Name: \_\_\_\_\_

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

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

Total number of expected participants / attendees \_\_\_\_\_ # of Girls: \_\_\_\_\_ Boys: \_\_\_\_\_

Adults-female: \_\_\_\_\_ Adults- male \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Buildings to be used: \_\_\_\_\_ Gazebo \_\_\_\_\_ Bathhouse \_\_\_\_\_ Cottage 1 \_\_\_\_\_ Cottage 2

Terms of Payment:

Please send your deposit of \$20 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. Checks should be payable to:

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

Cancellation Terms:

Please notify the Aldersgate Homes 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 Homes / 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 Agreement-- Page 2)