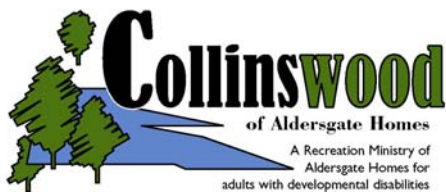


Collinswood

a

Retreat and Recreational Center of Aldersgate Homes, Inc.

**Information and Forms
For Overnight Use**



Greetings,

We are pleased that you have contacted 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 to confirm your reservation. If these are not received by the indicated date, the reservation will be voided and the dates will be open for booking by other groups.

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 their parent or guardian 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,

Becky Bocian

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. Your group leader can request a map and directions.
- The phone number is: 706 752-0236
- 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

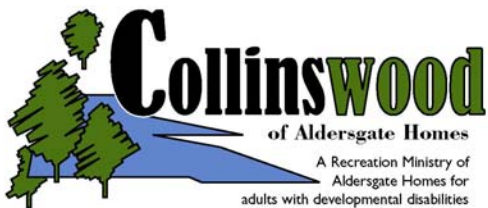
- Absolutely no alcoholic beverages, illegal substances, drug paraphernalia, fireworks, or weapons of any kind are allowed on site.
- Smoking is allowed only in outdoor areas of the property. You must arrange to properly dispose of all tobacco related residue.
- No go-carts, golf carts, bicycles, scooters, 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.

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



Collinswood Registration

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: _____

Number of persons with disability: _____

Nature of disability (describe): _____

Total # attending: _____

Registration Dates:

Date of planned trip to Collinswood: _____

Arrival date and time _____ Departure date and time _____

Your planned group activities:

Please return the completed form with your \$100 per cottage deposit 30 days prior to arrival at Collinswood. Payment in full and a list of participants is expected 2 weeks prior to your arrival. Keys will then be provided to your 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.

The phone number is: 706 752-0236. There is a phone in the cottage for emergency use. 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 organization sponsoring the group agrees to supply a copy of the contract and the Group Leader information to the responsible leader who actually attends with the group. This must be done in advance so the group leader will be aware of what has been agreed to, and is aware of 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 problems to Aldersgate Homes. Groups will be responsible for any damages.

There is *no lifeguard*. Swimming and boating in the lake are strictly at Collinswood. NO ONE may go swimming or boating.

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.

On the day of your departure, please make sure everything is left clean and orderly. Turn lights off, make certain the stove is off, remove 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.

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

Meeting Areas

Please protect 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 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 kitchen essentials. Each cottage has a stovetop and there is a toaster oven in one cottage. There is no full sized oven.

A list of area restaurants for dining out or catering in 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 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!

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.

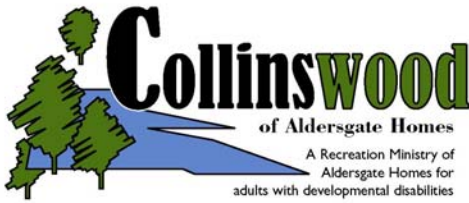
Each group using the facility will perform a fire drill within 2 hours of their encampment to familiarize the participants with emergency procedures and routes.

No smoking is permitted in any building.

No organized campfires are allowed on property. Outside cooking is allowed only on grills. Grills are to 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 Agreement – Overnight Event

Usage fees:

\$150.00 per night, per cottage, covers up to 10 people in each cottage.
 An additional 3 persons per cottage are allowed at an additional charge of \$15.00 per person per night.
 These participants will need to bring sleeping bags or otherwise provide their own sleeping arrangements.
 There is a \$5 fee per person, per day, for day participants joining an overnight group.
 A deposit of \$100 per cottage is required with this signed agreement
 Total fees are due 2 weeks prior to the scheduled arrival.
 Provided no damages are discovered, the deposit will be refunded within two weeks following your return of the Collinswood keys.
 Please return this signed agreement and your deposit by _____. (If not received, your reservation request will be forfeited.)

Dates Requested: From: _____ To: _____

Group Name: _____

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

Number of persons attending: Girls: ____ Boys: ____ Adults-female: ____ Adult- male ____ Total _____

Name of Event (if different from above) _____

Total number of expected participants / attendees _____ Number of Cottages (1 or 2) needed: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

The Use of Tents at Collinswood

Special permission is needed to use tents at Collinswood. 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 the same as occupants of the cottages, \$15 per person, per day. **Developmentally disabled persons staying at Collinswood must stay in the cottages.**

All requirements regarding garbage and cleanliness of the property are the same for cottage or tent visitors as specified on *The General Policies and Information* page in this document.

Rules and regulations for persons using tents are the same as for those occupying the cottages, as defined in this registration packet.

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 \$150 per cottage per night, plus \$15 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 registration fee of \$100 per cottage.)

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

(User Agreement – Overnight Event – Page 2)

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.