

## What should we bring?

Personal packing lists for participants should include bedding and towels. Naturally food and any materials needed for the program that is being hosted are also the group's responsibility.

## Important Information Regarding Waterfront Use

During the Camp Guggenheim Summer Camp, Youth Ministry and Family Camp programs, the beach and other common areas may be used by others only with the permission of the Facility Director. While they will be eager to extend hospitality, these requests can only be honored when it does not interfere with scheduled activities.

All waterfront activities must be supervised by Lifeguards with current American Red Cross waterfront certification. There is to be no swimming after dark. No jumping or diving off the raft is allowed due to the shallow swimming area. The raft accommodates a maximum of six swimmers.

The Office of Youth Ministry provides Guggenheim Center four canoes, two paddleboats, and adult life preservers for guest use at the direction of the Facility Director. Guests wishing to use the canoes must follow the liability policies established by the Diocese, as well as the Center's policy on canoe usage.

## Canoe Usage Policy

1. Only guests directly associated with the Diocese of Ogdensburg may use canoes (employees, staff, religious). Kayaks, paddleboats, rowboats and the powerboat are NOT available for guest use.
2. Guests wishing to use the canoes must contact the Facility Director at least one week prior to usage and indicate the number of canoes they wish to use.
3. Guests are responsible for the care and handling of the canoes and must report any damages or problems immediately to the Facility Director. Any damages or loss will be charged to the group leader.
4. Guests must check in with the Facility Director prior to use and sign the Guggenheim Center Boat Policy Form affirming they have the ability to swim at least 50 yards without tiring and that they have no underlying health condition that would hinder them in the event of a capsizing incident.
5. US Coast Guard Approved Life Jackets must be worn at all times by all canoeists. Canoes may not be used at night, or when the water temperature is below 55 degrees Fahrenheit.
6. Return canoes, paddles, and life jackets to their proper place.

## Online Resources

For the availability calendar, cost estimator spreadsheet, policies (this document), request to use form, please visit:

<http://www.rcdony.org/guggenheim.html>

## Guggenheim phone numbers and address

Lodge phone ..... 518-891-0809  
Dorm/Dining Hall phone..... 518-891-3323  
Ralph Bennett, Facilities Director ..... 518-327-3545  
James Crowley, Chancellor ..... 315-393-2920  
jcrowley@rcdony.org

The address is:

Guggenheim Center for Religious Programs  
1468 County Route 18 (aka Forest Home Road)  
PO Box 664  
Saranac Lake, NY 12983

Inquiries, requests to use:

Diocese of Ogdensburg  
622 Washington St, PO Box 369  
Ogdensburg, NY 13669

Payments:

Diocese of Ogdensburg  
PO Box 106  
Canajoharie, NY 13317

## Mandatory Guggenheim Policies

- Smoking is prohibited inside the buildings at all times.
- Alcoholic beverages are not allowed on the Guggenheim grounds without the written permission of the Diocese. Permission will be granted for special events only.
- Camp Guggenheim is a safe haven. No weapons are allowed at camp. Fireworks are also not allowed.
- No off-road vehicles such as ATV's, etc. are allowed on the premises.
- Long distance calls should be made using a calling card or by reversing charges. NO long distance calls should be charged to the Guggenheim Center's phones. As with most of the Adirondacks, cell phones work at the Guggenheim Center in some locations.
- Building exits must never be blocked. Dorm bedrooms should house no more than 4 teens and/or adults. Occupants should sleep in designated bunk beds, and are not allowed to sleep on the floor, in hallways or lounges.
- Thank you for helping us to be resourceful by turning off lights when they are not in use.
- When heat is needed, please take care to remove items close to the heating elements including garbage cans. Also, when you depart please turn all thermostats off in the Dorm area and in the Lodge turn the thermostats to their lowest position. There will be a surcharge for each thermostat not turned off or down.
- Please keep doors closed, especially in areas where food is stored.
- Waste and garbage must be placed in the bins next to the kitchen or in the basement of the lodge. The garbage bins must be kept closed and locked. Thank you for not overloading garbage bags, risking their breakage during transport. Place recyclable materials in proper containers. Those using the Guggenheim Center will pay costs associated with garbage removal and waste disposal.



## The Guggenheim Center for Religious Programs

ROMAN CATHOLIC DIOCESE OF OGDENSBURG

*"Our Home on the Water!"*

## 2017 Reservation Guidelines and Policies Regarding Facility Use

## What's Available?

The Guggenheim Center encompasses two different retreat facilities:

- The **Lodge** is one of the smallest vintage Adirondack Great Camps . It has four bedrooms which can accommodate up to 16 persons overnight and affords additional room for sleeping bags. **Lodge use is limited to adults.**
- The **Dormitory** can accommodate 70-80 people overnight. It is in close proximity to the Dining Hall and multipurpose building called the "In."

Occasionally groups also reserve space in the Boathouse, near the Lodge, which can house two or three people or in the Garage, adjacent to the Dorm building, which can house six people.

During the Summer Camp season (from June 22 to August 13, 2017), only the Lodge is available for use by other groups.

## Overnight Costs

A \$13 donation per individual or no less than the minimum charge, per day will be expected. Minimum daily charges are:

- Dormitory = \$260
- Lodge = \$104
- Boathouse = \$26

Charges are based on each twenty-four hour period from 12 noon to 12 noon or any part thereof. Religious communities are asked to make the same donation to offset the expense of maintaining the Center. There is an additional one-time fee of \$15 for cleaning supplies, toilet paper, etc.

## Single Day Costs

1—20 people = \$50	61—80 people = \$200
21—40 people = \$100	81—100 people = \$250
41—60 people = \$150	101 or more people = \$300

Groups may use facilities within a single day for 4 hour blocks of time. Additional four hour blocks cost \$50. There is an additional one-time fee of \$10 for cleaning supplies, toilet paper, etc.

**Once a reservation is accepted by the Diocese, the group will be responsible for the minimum daily charge for any cancellation.**

All payments are made to the Diocese, not to the Facilities Director. Extraordinary and personal expenses will be billed to group leaders of those using the Center as expenses are incurred. Examples of these expenses include but are not limited to damage assessments and fees for the removal of garbage from the Center's garbage bins.

## What procedures should be followed to Request to Use the Guggenheim Facility?

Requests for facility use are considered using the following priority:

1. Departments of the Diocese of Ogdensburg
2. Religious communities and parishes, for renewals and meetings, giving priority to groups represented in the Diocese.
3. Religious communities for recreation, with groups in the Diocese having priority.
4. Other religious groups and community non-profit groups.
5. Other limited incidental use after the above are scheduled.

Please complete a **Request to Use** form at <http://www.rcdony.org/guggenheim.html> for each occasion that you wish to use facilities at the Center. No dates can be reserved without application on the form provided.

Reservations should be applied for by March 1<sup>st</sup>, and will only be accepted for dates between Memorial Day through Columbus Day. Reservations will be confirmed in writing.

Frequent traffic jams occur on the Guggenheim Road on July and early August Sundays from 1:00 to 4:00 due to Summer Camp registration. We recommend avoiding use of the road during these times.

**Insurance** for Diocesan and Parish groups of the Diocese are covered by the Diocesan Liability Insurance. Groups not affiliated with the Diocese **MUST** supply the Chancery with a **CERTIFICATE OF INSURANCE** for liability, naming the Roman Catholic Diocese of Ogdensburg as "additionally insured." This must be mailed to the James Crowley in the Chancery before the reservation is confirmed. Personal insurance, especially in the instances of health and illness, is the responsibility of the group.

**Prior to making reservations please review this entire brochure which details the rules and responsibilities associated with use of Guggenheim facilities! As the group leader(s), you are responsible for seeing that these policies are followed carefully.**

Questions regarding requests for Guggenheim Center facility use should be directed to: James Crowley at 315-393-2920 or [jcrowley@rcdony.org](mailto:jcrowley@rcdony.org).



## What are our responsibilities when we're at Guggenheim?

Guggenheim has a long tradition of shared use! It is thanks to a spirit of dedication and mutual cooperation that we are able to make this facility available. Please be very attentive to the following expectations:

1. **On-site Registration with the Facilities Director:** The leader(s) of each group will be contacted by the Facilities Director during their stay. In addition, each group leader who is responsible for a group visiting the Lodge, must sign the Guest Register there.
2. **Supervision and Group Discipline:** Group leaders are responsible for insuring that all members of their party follow the Guggenheim policies outlined here. In any group, there must be at least one adult advisor for each eight youth under the age of 18. Diocesan Guidelines for the Pastoral Care of Minors should be carefully adhered to. These guidelines are available at <http://www.rcdony.org/safeenv.html>. Discipline is the responsibility of the group leader and the team of adult advisors as directed.
3. **Maintenance:** Groups using the facility are expected to keep the Guggenheim Center clean, keep the kitchen neat and dishes washed. All laundry belonging to the Center must be washed and returned to its proper location before departure. Kitchen procedures will be posted and must be followed. All groups are expected to leave the Center in readiness for the next group. No housekeeping services are available at the Guggenheim Center.
4. **Following Guggenheim Policies:** Group leaders are responsible for insuring that all members of their party understand and follow the guidelines listed on the back of this flier.

The Facilities Director, Mr. Ralph Bennett, is responsible for the maintenance of the Center. If needs arise, notify him at the number listed below. **DO NOT** call a local service.

Likewise, the Facilities Director must approve any changes or improvements to the Center. The head of each group will assume responsibility for damage done in using the buildings, grounds and equipment.

### Who should we contact for help when we're on site?

Mr. Ralph Bennett is the Facilities Director at the Guggenheim Center for Religious Programs. When he is not at the Center, he can be reached at 518-327-3545.