

2025 Guggenheim Policies (continued)

Waterfront Use

- 1) During the Guggenheim Summer Camp, Youth Ministry and Family Camp programs, the beach and other communal areas may be used by others only with the permission of the Camp Director. While we wish to extend hospitality, these requests can only be honored when it does not interfere with scheduled activities.
- 2) All waterfront activities must be supervised by lifeguards with current American Red Cross waterfront certification. There is 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.

Prior to your departure

- 1) In the Dorm, turn thermostats off. In the Lodge set thermostats to their lowest setting. Charges may be assessed if thermostats are not turned off or down.
- 2) Waste and garbage must be placed in the bins next to the Dining Hall or in the basement of the Lodge. The garbage bins must be closed and locked. Thank you for not overloading garbage bags, risking their breakage during transport. Place recyclable materials in proper containers.
- 3) Please verify all food, including spices and condiments, have been removed.
- 4) Complete all items on the Departure Checklist. The Diocese of Ogdensburg reserves the right to assess charges for cleaning and damages after your visit.
- 5) The group leader will sign and date the Departure Checklist and leave it at the facility.

After your visit, the Facility Director will:

- 1) Inspect the buildings used. Charges may be assessed if the facility has not been properly cleaned.
- 2) Verify the Departure Checklist is properly completed and share with the Chancery for billing.

Directions

For accurate location, search *Camp Guggenheim*, *Guggenheim Lodge* or *Guggenheim Dorm* on Google Maps. Or use the QR codes.



←Dorm (Summer Camp)

Lodge→



Insurance

Groups from the Diocese of Ogdensburg and diocesan parishes 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 an *additional insured*. This must be sent to Deacon James Crowley before the reservation is confirmed.

Personal insurance, especially in the instances of health and illness, is the responsibility of the group.

Guggenheim Contact Information

Camp address:
Guggenheim Center for Religious Programs
1468 County Route 18 (aka Forest Home Road)
Saranac Lake, NY 12983

Facility Director, Jeffrey Branch 518-524-0917

Inquiries, requests to use:	Payments:
Diocese of Ogdensburg	Diocese of Ogdensburg
622 Washington St	PO Box 106
PO Box 369	Canajoharie, NY 13317
Ogdensburg, NY 13669	

Phone:

Lodge	518-891-0809
Dorm / Dining Hall	518-891-3323

Questions regarding reservation requests or other concerns at the Guggenheim Center should be directed to:

Dcn. James Crowley	315-393-2920 office
Chancellor	315-323-1904 cell
	jcrowley@rcdony.org

If assistance is needed during your stay, contact the Facility Director, Jeffrey Branch at 518-524-0917.

Policy dated January 14, 2025.

Roman Catholic Diocese of Ogdensburg

The Guggenheim Center for Religious Programs



2025 Visitor Policies

with reservation guidelines, policies and mandatory safety plan

The 2025 *Guggenheim Center Visitor Policies* are intended to improve the experience and safety of all visitors to the Guggenheim Center. Spread over 130 acres, Guggenheim has a long tradition of hospitality. A spirit of dedication and cooperation enables the Diocese of Ogdensburg to make this facility available. Adherence to these policies is necessary.

Each group’s responsible party using the Guggenheim Center must:

- Review this *2025 Guggenheim Center Visitor Policies*.
- Certify they have read the policies and agree to follow the policies when requesting a reservation at <https://www.rcdony.org/guggenheim>.
- Or return a signed copy of this document which certifies you have read the policies and agree to follow them.

Group Leader	Date
Signature	Photo by Amy Rocker Mete

What is Available?

The Guggenheim Center encompasses multiple buildings and areas. It is open from Memorial Day to Columbus Day. The Dormitory and Boathouse are not available for reservation requests between June 25 and August 10, 2025.

The **Dormitory** can accommodate 70-80 people overnight. Use includes the nearby Dining Hall, Rec Building (garage) and the In.

The **Lodge** is one of the smallest vintage Adirondack Great Camps. It has four bedrooms which can accommodate up to 13 people overnight and affords additional space for those using sleeping bags. Lodge use is limited to adults.

Groups occasionally reserve use of the **Boathouse** (next to the Lodge), which accommodates 2-4 people.

Overnight Costs

An \$18 donation per individual or no less than the minimum charge, per day will be expected. Minimum daily charges are:

Dormitory \$36 Lodge \$144 Boathouse \$36

Charges are based on each 24-hour period including overnight or any part thereof. Religious communities are asked to make the same donation to offset the expense of maintaining the Center.

Single Day Costs

For single day use, groups may reserve facilities in 4-hour blocks. The charge for the first 4-hour block is based on the number of users. Each additional 4-hour block is \$80.

Users	1 – 20	21 – 40	41 – 60	61 – 80	81-100	> 100
Cost	\$80	\$160	\$240	\$320	\$400	\$480

Cancellations

Once a reservation request is accepted, the cancellation fee is based on number of weeks a cancellation is made before scheduled use and a percentage of the minimum overnight or single-day charge:

Less than 4wks 4 to 8 weeks More than 8 weeks
100% 50% no cancellation fee

Invoicing

Invoices will be sent after your stay. Make payment to the Diocese of Ogdensburg. Group leaders will be billed for extraordinary and personal expenses, such as damages, as incurred. The Diocese reserves the right to invoice based on estimated use when a reservation is accepted.



2025 Guggenheim Center Visitor Policies

Illness

If you are not well, please protect yourself and fellow campers by following current CDC Respiratory Virus Guidance provided at <https://www.cdc.gov/respiratory-viruses/guidance>.

- 1) Visitors will cancel if they test positive for a respiratory virus or exhibit symptoms such as fever, chills, fatigue, cough, runny nose, headache...
- 2) Masks are not available on site.
- 3) Contact Deacon James Crowley if any visitor tests positive for a respiratory virus within 5 days of departure.

Before your visit

- 1) Packing for your visit:
 - a) Bedding: sheets, blankets, sleeping bags, pillows, pillowcases
 - b) Towels
 - c) Soap and other toiletries
 - d) Food including spices and condiments
- 2) Items provided:
 - a) Hand soap, hand sanitizer and surface sanitizing products
 - b) Drip coffee makers, table settings, silverware, pots and pans are available for your use and must be washed and put away. If preferred, disposable plates and tableware are your responsibility.

Food preparation, serving and clean-up

- 1) Thoroughly wash with hot water and soap all pots, pans, plates, cups, utensils that have been used.
- 2) Dry and store all washed items.
- 3) Wash all kitchen and dining surfaces with hot water and soap.
- 4) Disinfect all kitchen and dining surfaces with provided sanitizer.

During your visit

- 1) Observe all posted regulations.
- 2) Smoking is always prohibited inside all buildings.
- 3) Regularly disinfect common surfaces with provided products.
- 4) Alcoholic beverages are not allowed on the Guggenheim grounds without the written permission of the Diocese. Permission will be granted for special events only.
- 5) The Guggenheim Center is a safe haven. No weapons or fireworks are allowed.
- 6) No off-road vehicles, such as ATVs, are allowed on the premises.
- 7) Cell phone coverage is spotty and variable at the Guggenheim Center.
- 8) Internet access is available via wi-fi.
- 9) Building exits must never be blocked.
- 10) Dorm bedrooms may not house more than 4 teens and/or adults. Occupants must sleep in designated bunk beds and may not sleep on the floor, in hallways or in lounges.
- 11) Thank you for helping by turning off unused lights.
- 12) When heat is needed, remove items, including garbage cans, that are close to heating elements.
- 13) Please keep exterior doors closed, especially in areas with food.

Canoe Usage Policy

- 1) Watercraft and adult life preservers may be available for guest use with the permission of the Summer Camp Director during Summer Camp or the Facility Director at other times. Guests must follow the liability policies for watercraft usage.
- 2) Only guests directly associated with the Diocese of Ogdensburg (employees, staff, religious) may use canoes, kayaks and paddleboats. Rowboats and powerboats are not for guest use.
- 3) Paddleboats must be carried. Do not drag paddleboats on land.
- 4) Guests are responsible for the care and handling of all watercrafts. Report any damage or problems to the Facility Director. Damages or loss will be charged to the group leader.
- 5) All guests using watercraft must sign the Guggenheim Center Boat Policy affirming they are able to swim at least 50 yards without tiring and they have no underlying health conditions that would hinder them in the event of a capsizing incident.
- 6) All boaters must always wear US Coast Guard Approved Life Jackets. Watercraft may not be used at night or when the water temperature is below 55 degrees Fahrenheit.
- 7) Return watercraft, paddles, and life jackets to their proper places.