

2024 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 program's 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 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 verify the Visitors' Log is complete.
- 6) The group leader will sign and date the Departure Checklist.
- 7) The group leader will leave the Visitors' Log and Departure Checklist at the facility.

After your visit, the Facility Director will:

- 1) Verify the Departure Checklist has been properly completed.
- 2) Review the building is clean and perform any cleaning that does not pass inspection.
- 3) Collect the Visitors' Log and Departure Checklist to send to Deacon James Crowley.

Directions



Search "Camp Guggenheim, Saranac Lake" on Google Maps for accurate guidance or...
 ←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 mailed 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

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

Phone:

Lodge
 Dorm / Dining Hall

518-891-0809
 518-891-3323

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

Dcn. James Crowley
 Chancellor

315-393-2920 office
 315-323-1904 cell

jcrowley@rcdonny.org

**If assistance is needed during your stay, contact
 Facility Director: _____ at _____.**

Policy dated January 19, 2024.

Roman Catholic Diocese of Ogdensburg The Guggenheim Center for Religious Programs



2024 Reservation Guidelines, Policies and Visitors Mandatory Safety Plan

The *Guggenheim Reservation Guidelines, Policies and Visitors Mandatory Safety Plan* is to improve the safety of all visitors to the Guggenheim Center. Spread over 130 acres, Guggenheim has a long tradition of shared use! It is thanks to a spirit of dedication and cooperation that we can make this facility available. Adherence to all policies is necessary.

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

- Review this *2024 Reservation Guidelines, Policies and Visitors Mandatory Safety Plan*.
- Certify they have read the policies and agree to follow the policies when requesting a reservation at <https://www.rcdonny.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

What is Available?

The Guggenheim Center encompasses multiple facilities and is open from Memorial Day to Columbus Day. The Dormitory and Boathouse are not available for reservation requests between June 21 and August 11, 2024.

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 16 persons 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

A \$17 donation per individual or no less than the minimum charge, per day will be expected. Minimum daily charges are:

Dormitory \$340 Lodge \$136 Boathouse \$34

Charges are based on each twenty-four-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 four-hour blocks. The charge for the first four-hour block is based on the number of users, see below. Each additional four-hour block is \$75.

1 – 20 users \$75 41 – 60 users \$225 81 – 100 users \$375
21 – 40 users \$150 61 – 80 users \$300 over 100 users \$450

Cancellations

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

Less than 4wks 4 to 8 weeks Over 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.



2024 Guggenheim Policies

COVID-19 considerations

Follow current CDC COVID-19 guidance provided at <https://www.cdc.gov/coronavirus> or use the QR code →. For county specific information, search for New York State, Franklin County.



- 1) Visitors will cancel if they exhibit any COVID-19 symptoms or test positive.
- 2) Masks are NOT available on site.
- 3) Contact Deacon James Crowley if any visitor tests positive for COVID-19 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) Visitors must maintain the Visitors' Log located in each building. Visitors will be contacted if inaccurate logs are submitted.
- 2) Regularly disinfect common surfaces with provided products.
- 3) Observe all posted regulations.
- 4) Smoking is always prohibited inside all buildings.
- 5) Alcoholic beverages are not allowed on the Guggenheim grounds without the written permission of the Diocese. Permission will be granted for special events only.
- 6) The Guggenheim Center is a safe haven. No weapons or fireworks are allowed.
- 7) No off-road vehicles such as ATVs are allowed on the premises.
- 8) As is common in the Adirondacks, cell phone coverage is spotty and variable at the Guggenheim Center.
- 9) Internet access is available via wi-fi.
- 10) Building exits must never be blocked.
- 11) 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 lounges.
- 12) Thank you for helping by turning off unused lights.
- 13) When heat is needed, remove items close to the heating elements including garbage cans.
- 14) Please keep 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 and must report any damage or problems to the Facility Director. Any 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 place.