

## 2021 Guggenheim Policies (continued)

### Waterfront Use

- 1) During the 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 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.
- 3) If necessary, the lifeguard will establish a pattern of movement for entering and exiting the water and within the swimming area. #

### Prior to your departure

- 1) In the Dorm, turn thermostats off, in the Lodge to their lowest setting. Charges may be assessed if thermostats 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) Complete all items on the Departure Checklist.
- 4) Please verify all food including spices and condiments have been removed. Do not continue the common practice of leaving condiments, unopen bottled liquids, etc. for the next group. All leftover items will be disposed prior to the next group's arrival. \*
- 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.
- 8) If possible, please send photos of the Visitors' Log and Departure Checklist to [jcrowley@rcdony.org](mailto:jcrowley@rcdony.org) or 315-323-1904. \*

### After your visit

- 1) Contact Deacon James Crowley if any visitor tests positive for COVID-19 within 2 weeks of departure. \*
- 2) After your departure, the Facility Director will:
  - a) Verify the Departure Checklist has been properly completed.
  - b) Review the building is clean and perform any cleaning that does not pass inspection.
  - c) Use disinfectant spray on all bathroom fixtures, furniture and kitchen fixtures. \*
  - d) Collect the Visitors' Log and Departure Checklist to send to Deacon James Crowley. The Visitor's Log will be used for contact tracing if necessary. \*

### 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.

### Directions

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

### Guggenheim Contact Information

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

Lodge 518-891-0809  
Dorm / Dining Hall 518-891-3323  
Ralph Bennett, Facilities Director 518-327-3545

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@rcdony.org](mailto:jcrowley@rcdony.org)

Policy dated January 27, 2021.

\* Policy modification due to COVID-19 pandemic.  
# For use of the facility by guests from multiple households.



## Roman Catholic Diocese of Ogdensburg The Guggenheim Center for Religious Programs 2021 Reservation Guidelines, Policies and Visitors Mandatory Safety Plan

In light of the Covid-19 pandemic, we must all do our part to prevent the spread of the virus and protect one another. The *Guggenheim Reservation Guidelines and Policies* has a *Visitors Mandatory Safety Plan* to improve the safety of all visitors. Please be aware the pandemic may require further changes to this policy.

The responsible party for each group must review this *2021 Reservation Guidelines, Policies and Visitors Mandatory Safety Plan* and certify they have read the policies and agree with them to complete their online registration. Otherwise, a signed copy of this document will be requested.

\_\_\_\_\_  
Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## What's Available?

The Guggenheim Center encompasses multiple facilities and is open from Memorial Day to Columbus Day. Only the Lodge is available for reservation from June 17 to August 7, 2021.

The **Dormitory** can accommodate 70-80 people overnight. It is close to the Dining Hall and the In, a multipurpose building.

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 those using sleeping bags. Lodge use is limited to adults.

Occasionally groups also reserve use of the **Boathouse** (next to the Lodge or the Garage (next to the Dorm). The Boathouse accommodates two or three people. The Garage can house six people.

### Overnight Costs

A \$16 donation per individual or no less than the minimum charge, per day will be expected. Minimum daily charges are:

Dormitory \$320	Lodge \$128	Boathouse \$32
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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.

*If requested, minimum daily charges may be waived. \**

### Single Day Costs

Groups may reserve facilities for 4-hour blocks. Additional four-hour blocks cost \$65. Costs are based on the number of users:

1 – 20 users \$65	41 – 60 users \$195	81 – 100 users \$325
21 – 40 users \$130	61 – 80 users \$260	over 100 users \$390

### Cancellations

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

Less than 4wks 100%	4 to 8 weeks 50%	Over 8 weeks no cancellation fee
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*If requested, cancellation fees may be waived. \**

Invoices will be sent to users after their stay. Make payment to the Diocese of Ogdensburg. Group leaders will be billed for extraordinary and personal expenses, such as damages, as incurred. Groups may be invoiced based on estimated use when their reservation is accepted, additional charges or refunds will be processed after your visit.

## 2021 Guggenheim Policies

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.

### Before your visit

- 1) Visitors will cancel if they exhibit any COVID-19 symptoms.
- 2) Packing for your visit:
  - a) Masks – masks are NOT available on site
  - b) Bedding: sheets, blankets, sleeping bags, pillows, pillowcases
  - c) Towels
  - d) Soap and other toiletries
  - e) Food including spices and condiments
  - f) Consider bringing disposable plates and utensils (see below)
- 3) Items provided:
  - a) Gloves – you may bring your own if preferred.
  - b) Hand soap, hand sanitizer and surface sanitizing products

### During your visit

- 1) Visitors must maintain the Visitors' Log located in each building. Visitors will be contacted if inaccurate logs are submitted.
- 2) Social distancing #
  - a) Maintain social distance of a minimum of six feet #
  - b) Use masks when social distancing is not possible #
  - c) Assign use of bathrooms and bedrooms by household #
  - d) Regularly disinfect common surfaces with provided products
- 3) Observe all posted regulations
- 4) Smoking is prohibited inside all buildings at all times.
- 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 are allowed at the Center. No fireworks are allowed.
- 7) No off-road vehicles such as ATVs are allowed on the premises.
- 8) As with most of the Adirondacks, cell phones work at the Guggenheim Center in some locations.
- 9) Building exits must never be blocked.
- 10) Dorm bedrooms should house no more than 4 teens and/or adults. Occupants should sleep in designated bunk beds and may not sleep on the floor, in hallways or lounges.
- 11) Thank you for helping by turning off unused lights.
- 12) When heat is needed, remove items close to the heating elements including garbage cans.
- 13) Please keep doors closed, especially in areas with food.

## Food preparation, serving and clean-up

- 1) Reduce the number of people preparing and serving food #
- 2) Limit the number of people in the preparation and serving area #
- 3) Food preparers should wash their hands and face with soap, wear a mask and gloves while preparing, serving and cleaning #
- 4) Consider using disposable plates and utensils to reduce shared use of plates and utensils #
- 5) Plate food rather than serving family style to reduce shared use of plate and utensils #
- 6) Pass items by setting it down and letting the next person pick it up
- 7) Avoid sharing kitchen equipment #
- 8) Avoid the difficulties of food preparation and service by considering dining-out or take-out #
- 9) Thoroughly wash with hot water and soap all pots, pans, plates, cups, utensils that have been used or contacted
- 10) Dry and store all washed items
- 11) Wash all kitchen and dining surfaces with hot water and soap
- 12) Disinfect all kitchen and dining surfaces with provided sanitizer

## Outdoor activities

- 1) Practice social distancing. #
- 2) All watercraft and lifejackets that are used must be sprayed with provided disinfectant after use.

## 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 on canoe 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 watercraft and must report any damages or problems immediately 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 have the ability 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) US Coast Guard Approved Life Jackets must be worn at all times by all boaters. 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.

*\* Policy modification due to COVID-19 pandemic. # For use of the facility by guests from multiple households.*