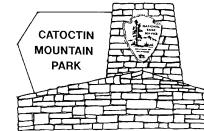




# CAMP ROUND MEADOW APPLICATION PACKAGE

United States Department of the Interior  
National Park Service  
Catoctin Mountain Park



Camp Round Meadow at Catoctin Mountain Park is administered by the National Park Service and can be rented February through December. Group representatives must insure that all members comply with park rules and regulations stated herein. We hope you enjoy your visit at Catoctin Mountain Park.

To tour camp facilities please call Catoctin Mountain Park at 301-663-9330 to schedule an appointment. Tours of the facility are given the fourth Tuesday and Sunday of every month.

FACILITY	RATES	
	Weekend (Fri-Sun)	Weekday (M-TH)
Conference Room (Bldg 177)	\$115/night	\$60/night
Gym/2 Classrooms (Bldg 177)	\$115/night	\$60/night
One Dorm (sleeps 30)	\$175/night	\$115/night
Two Dorms (60)	\$350/night	\$230/night
Three Dorms (90)	\$525/night	\$345/night
Four Dorms (120)	\$700/night	
Dining Hall	\$350/night	\$100/night
Entire Facility	\$900/night	\$575/night
Entire Facility Weekly	\$4000/week	

## APPLICATION PROCESS

Please submit applications to: Superintendent, Catoctin Mountain Park, 6602 Foxville Road, Thurmont, MD 21788. Applications can be faxed to 301-271-2764 or emailed to [cato\\_superintendent@nps.gov](mailto:cato_superintendent@nps.gov). For further information, contact 301-663-9330.

***Applications for the entire year will be accepted starting on December 1.***

Groups will be notified of application status within 30 days submitting their application. Because we normally receive more requests than can be accommodated, non-selected applicants may be offered alternative dates. Applications for remaining open dates and day use will be processed on a first-come, first-served basis once group selections have been made.

Groups must submit the required deposit and completed forms by the specified date on their reservation. Payments will be accepted by check, money order, or credit card. To pay by credit card please call (301) 663-9330. In accordance with the Debt Collection Improvement Act of 1996, Federal Agencies "shall require each person doing business with that agency to furnish to that agency such person's Taxpayer Identifying Number." The Taxpayer Identifying Number (TIN) shall be used "for purposes of collecting and reporting on any delinquent amounts arising out of such person's relationship with the Government." **If you are paying by check, your Taxpayer Identifying Number (or Social Security Number) must be included on your check made payable to National Park Service.** An incomplete check will be returned, and the reservation will be canceled. If you do not wish to provide your Taxpayer Identifying Number (or Social Security Number), payment must be made by cashier's check or money order made payable to National Park Service.

### EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

## **SELECTION PROCESS:**

The National Park Service intends to operate the camp at daily maximum capacity (120 people). Larger groups and those requesting multiple nights will be given first consideration. Applications for day use will be considered last. In carrying out the purpose of the park, selection will be made based on the following:

- First priority will be given to environmental education groups.
- Youth over family and family over adult groups
- Public over non-profit, and non-profit over private groups.
- Groups who request two nights will be considered over those requesting only one night.
- Overnight use over day use.

If your group is small, it is permissible for one or more groups to combine to be eligible. When you do consolidate, indicate one person on the application form as your representative. This representative will be responsible for all arrangements and will act as liaison. The representative should submit the names of all group leaders and their mailing address on the application form.

The groups' eligibility for future consideration will be based partly on conduct while in camp. Misuse of facility, lack of supervision, failure to clean the camp or to meet minimum size requirements will be factors in continued eligibility. Failure to pay camp rental fees is a violation of Title 36, Code of Federal Regulations, Section 2.30.

Groups must submit the following by the date specified on the permit:

1. Rental fee must be paid in full by the date specified on your reservation.
2. Form designating kitchen supervisor. (if applicable)
3. Outline of environmental education activities if applicable. We invite you to participate in any NPS activities that are offered during your stay; however, due to our small staff, a Ranger cannot be provided for special programs for your group.

Confirmation of your selection **CANNOT** be made until **all of the above** have been received.

## **CHECK-IN / CHECKOUT**

- The leader must arrive prior to the rest of the group and check-in at the Visitor Center.
- Check-in: After 3:00 pm An early check in fee of \$75.00 per hour will be charged to groups who want to check-in before 3 pm.
- Checkout is by 12:00 pm A late check out fee of \$75.00 per hour will be charge to groups not checked out by noon.
- The Group Leader and Kitchen Facility Supervisor shall meet with a Park Ranger at Check-out. A specific checkout time should be scheduled with the Ranger during the check-in orientation. If there is any change in your scheduled checkout time, please notify the Visitor Center as soon as possible. The Park Ranger will inspect all areas for cleanliness, orderliness, and damages. The Group Leader and Kitchen Facility Supervisor shall not depart until the inspection and Check-out are completed.
- The entire camp, including the kitchen facility, must be ready for inspection prior to checkout. The group leader and kitchen leader must accompany the Ranger during checkout.
- All items stocked by the Park shall be returned to their proper places, i.e. chairs, tables, mops, etc.
- The Group Leader shall remove all of their equipment, supplies, personal items, etc. from the camp at departure. Anything left behind shall become the property of the National Park Service.



## GENERAL CAMP INFORMATION

**MAXIMUM CAPACITY:** 120 persons

**GROUP RESPONSIBILITIES:** Groups have preferential use of the camp during their stay. Groups must leave the camp in a clean and orderly condition, especially the kitchen. Specific cleaning requirements and information about the camp and its facilities are provided.

**EMERGENCIES:** All emergencies, accidents, etc., must be reported to a Park Ranger via the 24-hour assistance number. Emergency phone numbers are listed in the telephone booth in the camp. Remain on line until information is taken by Emergency Service.

**24 HOUR ASSISTANCE** – 1-866-677-6677

**VISITOR CENTER** - 301-663-9388 (Mon. – Fri 10:00 am – 4:30 pm)  
(Sat. & Sun. 8:30 am – 5:00 pm)

**FIRE OR AMBULANCE CALLS ONLY** – 1-866-677-6677

**REPAIRS:** Any repair needed will be made only by park employees and should be reported to the park:

E-mail to: [cato\\_superintendent@nps.gov](mailto:cato_superintendent@nps.gov)

Monday thru Friday - 301-663-9330 (8:00 am - 3:30 pm)

Saturday thru Sunday - 301-663-9388 (8:30 am - 3:30 pm)

**ELECTRICAL APPLIANCES:** Use of additional electrical appliances (hot plates, etc.) in cabins are not permitted.

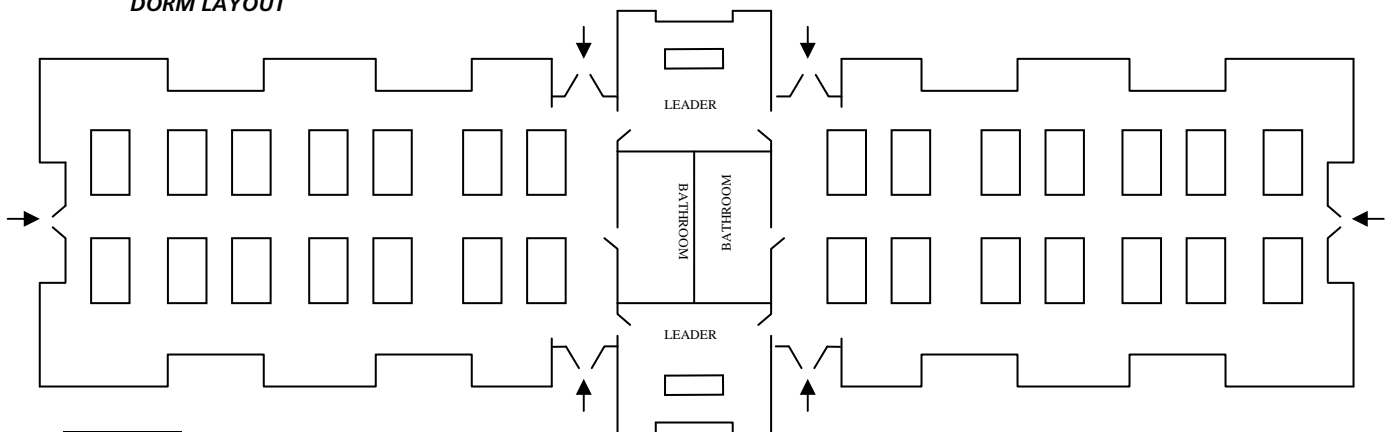
**TRASH:** All trash must be deposited in the centrally located dumpsters behind kitchen. Trashcans are located throughout the camp for daily use. Prior to departure, trash must be emptied at the central dumpster and cans redistributed. We suggest you bring large plastic bags to line the trashcans to make it easier for you to empty them prior to checkout. Cardboard boxes and similar bulky items must be crushed to reduce space problems.



## CAMP FACILITIES and SPECIFIC CLEANING REQUIREMENTS

*During check-in, the Ranger will specifically brief the group leader and kitchen supervisor on sanitation requirements as well as other topics. The following is a brief outline that will help you better prepare for some of the routine duties. In addition to regular completion during your stay, these need to be done immediately prior to checkout.*

**DORM LAYOUT**



### DORMS

There are four heated dormitories, each sleeping 30 persons. Basic floor plan of each dormitory is shown. There are two "leader" quarters in each dormitory. Cots and mattresses are provided. Cots and furniture may not be moved.

### EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

All are handicapped accessible. Campers should bring all gear including food, utensils, cookware, detergents, toilet paper and toilet articles, bedding, etc. Open closets are provided for storage. There are electric lights in all buildings.

Dormitory floors should be swept regularly and all papers, clothing articles, etc. shall be removed before departing. Floors shall be wet mopped. Windows should remain closed. The vinyl mattress covers shall be cleaned with a damp cloth and mild soap if needed. Each dorm and dining hall has the following supplies available in closets: dry mops, wringer mop buckets, push broom, dust pans, and dust brushes.

Each dorm has two separate bathrooms with two showers, two sinks, and two flush toilets. Electric outlets are provided in the bathrooms. Personal care appliances are permitted in the bathrooms, but not in the dorms.

Bathroom floors, shower stalls and curtains, sinks and toilets should be cleaned and sanitized. Tile walls shall be washed and sanitized; tile cleaner and brushes are needed. Clean and scrub counter tops and mirrors. Chrome fixtures must be cleaned and free of residue. Please report any malfunctioning equipment to a Ranger or Host.



## **KITCHEN & DINING HALL**

A dining hall with kitchen facilities is available for use by the groups for an additional fee. The dining hall seats 80 persons and features a commercial kitchen. The kitchen is equipped with the following: electric stove with 6 burners a large griddle and oven, electric stove with 2 burners, a small griddle and oven, one walk-in refrigerator freezer, ice machine, garbage disposal, and dishwasher. Groups may do their own cooking or utilize an approved caterer.

Each group must designate a person to be in charge of the kitchen. This person will be the contact for all kitchen problems and is responsible to the park for this facility. He/she must be available to meet with the Ranger during the group's check-in and checkout along with the group representative.

Only kitchen staff will be allowed in the kitchen. Smoking is prohibited. Separate toilet and hand washing facilities for kitchen staff are available.

Most groups use disposable plates and utensils but large sinks are available for washing of such items. Instruction for hand wash/rinse/sanitize procedures using household bleach along with chlorine test papers for checking dish-sanitizing solutions will be available at check-in.

U.S. Public Health Service Standards are enforced. Certified food handlers are recommended.

To insure that proper cooking temperatures and food storage temperatures are maintained, groups should bring a suitable metal stem-type numerically scaled thermometer having a range of 0-220F.

Garbage is to be placed in the dumpster located at the rear of the Dining Hall.

Sweep and wet mop floors after each meal and immediately prior to checkout. Best results are obtained by frequently wringing the mop and changing water when it is dirty. When completed, rinse the mop, and sanitize by soaking in household bleach and allowing it to dry.

Dining hall tables and chairs should be wiped clean after each meal.

The large grill is extremely difficult to clean when left for long periods. All surfaces of the range hood and filters must also be cleaned regularly. Groups need to do this once, just prior to checkout.

The following is a list of items, which every group should bring, for cleaning the commercial equipment in the kitchen. Groups not using the kitchen facilities will not need items 1-3.

1. Grill screens, grit cloth, or baking soda to clean the large grill. (available from restaurant supply stores and possibly large grocery stores) Cooking oil will be needed for use with the grill screens.
2. If use of the ovens is planned, bring oven cleaner and rubber gloves.

3. All cleaning agents shall be biodegradable. Groups will need dish and dishwasher detergents, soap pads and household bleach.
4. Mild, biodegradable detergents for cleaning floors and walls will be needed. Mops, mop buckets and brooms are furnished at the camp.
5. Some miscellaneous scrub brushes and cloths should also be brought.
6. Tile and glass cleaners are also recommended for bathrooms.

### **GYM w/two CLASSROOMS – Bldg 177**

The gym contains a full basketball court with wooden floor. **NO FOOD OR BEVERAGES ARE ALLOWED IN THE GYM. "CARRY-IN" GYM SHOES WITH NON-MARKING SOLES ONLY. NO STREET SHOES.** This will prevent tracking in of gravel, etc. Locker rooms (locks not provided) with showers and restrooms are available.

Groups using the gym must observe quiet hours: 10:00 pm – 6:00 am.

Entry to the gym is through the ramp entrance and lobby, ONLY. To avoid damage to the floor, no entry from the parking lot is permitted. The gym floor must be swept and dust mopped. No liquids may be used in the gym. Lobby must be vacuumed.

The upstairs classrooms are 11'x 13' and 9'x 30'. The floors must be swept and wet mopped.

### **CONFERENCE ROOM – Bldg 177**

A conference room of 17'x 44' is configured for lectures and audio/video presentations and is available for an additional fee. It contains ten 4'x 6' tables, which can be configured to seat 30 people. Seventy chairs are available for theater seating. Six 4'x 8' bulletin boards hang on the walls around the room.

The conference room floor must be vacuumed and all equipment used returned to its proper place.

### **RECREATIONAL FIELD and ATHLETIC COURT**

A small grassy area near the outside court is available for frisbee and lawn games with the exception of lawn darts.

### **OUTSIDE FIRE CIRCLE**

Picnic tables and an outdoor fire circle are available.

Groups may use the fire circle. Check with the Park Ranger for approval when checking into camp. Dead and down wood may be collected and used.



National Park Service  
U.S. Department of the Interior

Catoctin Mountain Park

6602 Foxville Road  
Thurmont MD 21788-1569

(301) 663-9330 phone  
(301) 271-2764 fax

# Camp Round Meadow Application

Camp Round Meadow is open year round for camping, except for December 15, 2010 – January 30, 2011 for facility maintenance. The capacity of Round Meadow will be 90 people from June 17, 2010 through August 20, 2011. Only three dorms will be available during this time period. For the best chance of reserving your preferred dates, **submit applications starting on December 1, 2011**. Applications will continue to be accepted throughout the year for any date still available.

Send completed applications to: **Do not send payment at this time**

Catoctin Mountain Park      Phone: (301) 663-9330  
6602 Foxville Road          Fax : (301) 271-2764  
Thurmont MD 21788          Email : [cato\\_superintendent@nps.gov](mailto:cato_superintendent@nps.gov)

Group Name: \_\_\_\_\_ Group Tax ID #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_ Have you been here before:  Yes  No

Total in Group: \_\_\_\_\_ Number of Leaders: \_\_\_\_\_

Type of Group:  Adult  Youth  Family

**Kitchen Facility:**

If the kitchen facility will be used, we recommend that the group provide a certified food handler. Catoctin Mountain Park requires that each group designate a Kitchen Facility Supervisor to be in charge of the kitchen/dining hall facilities. This individual will be responsible for maintaining U.S. Public Health Service sanitation requirements during the group’s stay. The Kitchen Facility Supervisor along with the group’s leader must be present for check-in and check-out with the Park Ranger.

Kitchen Facility Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Signature: \_\_\_\_\_

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**Dates Requested for Camp Round Meadow:**

**Arrival date:** \_\_\_\_\_ **Check-in:**  3:00 pm  3:30 pm  4:00 pm  4:30 pm  5:00 pm  Other: \_\_\_\_\_  
 (#1) Check-in: Monday-Thursday by 4:30 p.m.

**All groups should check in at the Catocтин Mountain Park Visitor Center**

**Departure date:** \_\_\_\_\_ **Check-out:**  9:00 am  10:00 am  11:00 am  12:00 pm  Other: \_\_\_\_\_  
 (#1)

**Alternate date: (If first choice date is not available)**

**Arrival date:** \_\_\_\_\_ **Check-in:**  3:00 pm  3:30 pm  4:00 pm  4:30 pm  5:00 pm  Other: \_\_\_\_\_  
 (#2) Check-in: Monday-Thursday by 4:30 p.m.

**Departure date:** \_\_\_\_\_ **Check-out:**  9:00 am  10:00 am  11:00 am  12:00 pm  Other: \_\_\_\_\_  
 (#2)

**Will you need firewood:**  Yes  No

Each dorm sleeps 30	PACKAGE RATES*		*Reserving dorms with other facilities. Times for use must coincide with dorm use.	
	FACILITY	Weekend Days (Fri., Sat., Sun.)	Number of Days	Week Days (Mon. – Thurs.)
One dorm	\$175 per day		\$115 per day	
Two dorms	\$350 per day		\$230 per day	
Three dorms	\$525 per day		\$345 per day	
Four dorms	\$700 per day		\$460 per day	
Dining Hall	\$350 per day		\$100 per day	
Conference Room (Bldg 177)	\$115 per day		\$60 per day	
Gym w/ 2 classrooms (Bldg 177)	\$115 per day		\$60 per day	
Entire Camp	\$900 per day		\$575 per day	
		Number of Weeks		
Entire Camp – Weekly (e.g. Sun. – Sat.)	\$4000 per week			
	<b>ADDITIONAL FEES</b>			
		<b>Number of Hours</b>		
Early or Late Check-in/Check-out	\$75 per hour		**Requests considered case-by-case.	

**\*Early check-in and late check-out may not be available**

**Briefly describe your planned activities. Use Additional sheets if necessary.**

\_\_\_\_\_

<p><b>I HAVE READ AND AGREE TO THE CAMP ROUND MEADOW RULES AND CONDITIONS:</b></p> <p>_____</p> <p><b>Group Leader/Permittee</b></p>
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## CAMP ROUND MEADOW

### RULES AND CONDITIONS

**EMERGENCIES:** All emergencies, accidents, incidents, etc. shall be reported to:

**24 HOUR ASSISTANCE LINE - 1-866-677-6677**

#### GENERAL

The Permittee agrees to exercise the privileges granted by the permit, subject to the supervision of the Park Superintendent or his authorized representative.

Permittee waives and releases all claims against the U.S. Government for any injury to person or damage to property which may occur in connection with the use of camp facilities.

The Permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Permittee is authorized to make of the property described in this permit.

The permit is not transferable and may be revoked at the discretion of the Superintendent.

The Group Leader shall see that all members of the Group are informed of, and comply with, park rules, regulations, and special conditions.

The Group shall reasonably expect to conduct their program without outside interference.

All arrangements shall be finalized during processing; no changes will be made after confirmation of the reservation.

The National Park Service will not provide a refund of fees for any reason other than the inability to provide the facility rented.

As of February 22, 2010, a new federal law allows people who can legally possess firearms under applicable federal, state, and local laws, to legally possess firearms in this park. It is the responsibility of visitors to understand and comply with all applicable state, local, and federal firearms laws before entering this park. As a starting point, please visit State of Maryland's website. Federal law also prohibits firearms in certain facilities in this park; those places are marked with signs at all public entrances.

All vehicles associated with the Group shall park in the designated gravel parking lot. The parking lot will accommodate approximately 100 passenger cars. Overflow parking is not available.

Buses are not permitted westbound on Park Central Road between Thurmont Vista Parking Area and Camp Greentop. Entry shall be through Manahan Road and eastbound on Park Central Road.

Facilities that are not included in the permit shall not be entered or used at any time.

Camping trailers or tents are not permitted within the camp.

No sales to the general public shall be made and no contributions solicited or accepted from the general public within the park.

Destruction, defacing or removal of buildings and improvements, trees, shrubs, flowers, wildlife, etc. is prohibited.

Alcoholic beverages and pets are prohibited in the camp.

Quiet hours are from 10:00 p.m. – 6:00 a.m.

The camp is subject to inspection by the Park Superintendent or his representative at any time.

Fire exits and fire extinguishers shall not be blocked.

Smoking is prohibited in all buildings.

**CHECK-IN:** The Group Leader shall stop at the Visitor Center and notify staff prior to the Group's arrival at the camp. If the Visitor Center is closed the Group Leader shall call **1-866-677-6677** to notify a Park Ranger for Check-in. The Group Leader and Kitchen Facility Supervisor shall accompany the Park Ranger during Check-in.

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#### EXPERIENCE YOUR AMERICA

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**TRASH:** All trash shall be deposited in trashcans that are located throughout the camp. Use of trash can liners is encouraged. Trashcans shall be emptied into the dumpster behind the kitchen regularly. Trashcans shall be redistributed. Nothing shall be left outside of the dumpster.

**CLEANING:** The Park stocks the camp with various brooms, dust mops, wet mops, mop buckets, plunger, etc. The Group Leader shall provide all other cleaning supplies and equipment. The Park encourages the use of environmentally-friendly cleaning products. All areas of permitted use are to be kept clean throughout stay.

**DORMS:**

Dorms are stocked with cots and mattresses. The Group shall supply their own bedding, personal care products, paper products, etc.

The use of electrical appliances is prohibited except for the use of personal care appliances in the dorm bathrooms.

Dorm floors should be swept and mopped regularly. All areas should be kept free of clutter. Trash shall be emptied daily by the Permittee.

**FIRES:** Fires are permitted only in the fire circle. Catoclin Mountain Park will follow state and county fire bans. The Park will provide firewood. In order to control spread of insect pests, bringing firewood into the park from outside sources is prohibited.

**CHECK-OUT:**

The Group Leader and Kitchen Facility Supervisor shall meet with a Park Ranger at Check-out. The Park Ranger will inspect all areas for cleanliness, orderliness, and damages. The Group Leader and Kitchen Facility Supervisor shall not depart until the inspection and Check-out are completed.

The Group Leader will be charged for any costs incurred by the Park due to associated use including but not limited to: damages to buildings or equipment stocked by the Park, picking up trash, disposal of items left behind, etc. A Bill for Collection will be issued.

**Preparation for Check-out:**

The Group Leader shall be responsible for all areas covered under the reservation.

All items stocked by the Park shall be returned to their proper places, i.e. chairs, tables, mops, etc.

All trash shall be placed in the dumpster. All trash receptacles shall be redistributed to their proper places. Nothing shall be left outside of the dumpsters.

The Group Leader shall remove all of their equipment, supplies, personal items, etc. from the camp at departure. Anything left behind shall become the property of the National Park Service.

All hard floors, except the gymnasium floor, shall be swept and mopped. All rugs and carpeted areas shall be vacuumed. The gymnasium floor shall be swept and dust mopped.

All bathroom floors, shower stalls and curtains, sinks and toilets shall be cleaned and sanitized. Mirrors and chrome fixtures shall be cleaned and free of residue.

All windows shall be cleaned and free of residue.

Chalk and dry erase boards shall damp washed.

The kitchen shall be thoroughly cleaned including stovetops, grills, ovens, tables, range hoods and filters, etc.