# 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 year round. Group representatives must insure that all members comply with park rules and regulations stated herein. We hope you have an enjoyable visit at Catoctin Mountain Park.

## *APPLICATION PROCESS*

Applications may be obtained by writing to Superintendent, Catoctin Mountain Park, 6602 Foxville Road, Thurmont, MD 21788, by calling the office at (301) 663-9330, or by visiting the Park Headquarters or Visitor Center. Applications can be faxed to 301-271-2764. Applications will be accepted on the following schedule:

| *Spring Season* | *Applications Accepted* |
|---|---|
| *March - June* | ***January 1-30*** |

| *Fall Season* | *Applications Accepted* |
|---|---|
| *August – October* | ***May 1-30*** |

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

To tour camp facilities please call Catoctin Mountain Park at 301-663-9330 to schedule an appointment.

Groups must submit the required deposit and completed forms by the specified date in their confirmation letter. Payments will be accepted by check or money order only. 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*.

## *RATES*

| FACILITY | FEE |
|---|---|
| Conference Room (Bldg 177) | $ 70 @ day |
| Classroom (Bldg 83) | $ 80 @ day |
| Gym/2 Classrooms (Bldg 177) | $100 @ day |
| One Dorm (sleeps 30) | $100 @ night |
| Two Dorms (60) | $195 @ night |
| Three Dorms (90) | $290 @ night |
| Four Dorms (120) | $385 @ night |
| Dining Hall w/Dorm rental | $100 @ day |
| Dining Hall w/o Dorm rental | $165 @ day |

Groups will be charged for damages occurring to Government property during their stay. There will be **NO** refunds unless the Park is unable to provide the reserved facility. Rates include trash pickup and utilities.

## *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 dayuse.

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. Deposit fee (50% of the rental fee). Day use fees must be paid in full in advance. The remainder will be collected at group check-in.
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.

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

## *CHECK-IN / CHECKOUT*

**DO NOT PROCEED DIRECTLY TO THE CAMP.** The group leader and kitchen supervisor must check-in and checkout as outlined below:

1. The leader must arrive prior to the rest of the group and check-in at the Visitor Center.

2. Check-in:

| | |
|---|---|
| Saturday - Sunday | by 4:00 pm |
| Monday - Thursday | between 10:00 am and 4:30 pm |
| Friday | between 3:00 and 4:30 pm. (Please do not arrive before 3 pm; the Park Ranger will be occupied checking out other groups and will not be available.) |

3. Checkout is by 3:00 pm

4. 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.

5. 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.

# GENERAL CAMP INFORMATION

**MAXIMUM CAPACITY**: 120 persons

**GROUP RESPONSIBLITIES**: 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** - 301-663-9343
**VISITOR CENTER** - 301-663-9388 (10:00 am – 5:00 pm)
**FIRE OR AMBULANCE CALLS ONLY** - DIAL 911

**REPAIRS**: All repairs will be made by park employees and should be reported to the park:

Monday thru Friday - 301-663-9330 (8:00 am - 3:30 pm)
Saturday thru Sunday - 301-663-9388 (9:30 am - 3:30 pm)

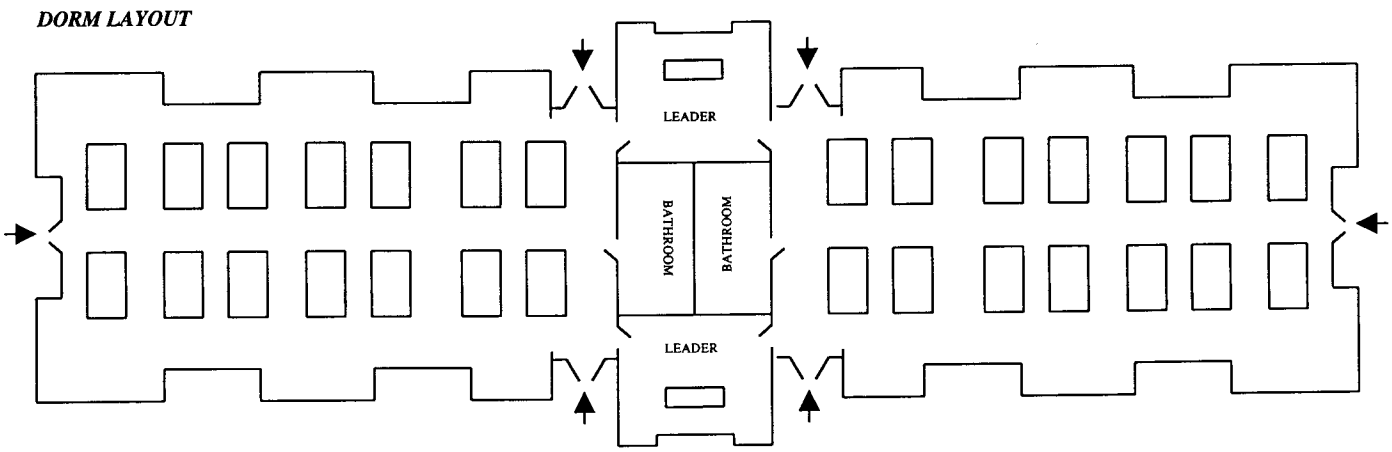
**ELECTRICAL APPLIANCES**: Additional electrical appliances (hot plates, etc.) are not permitted.

**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. All are handicapped accessible. Campers 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 be 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, plungers and toilet 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 and oven, electric stove with 2 burners, one walk-in refrigerator freezer and ice machine, small griddle and oven, a large griddle with oven (all electric), 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 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.

All equipment must be returned to its proper storage location.

## *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.

## *CLASSROOM - Bldg 83*

Classrooms of 32'x 21' and 30' x 21' with two 4'x 6' bulletin boards per room and seven 3'x 6' folding tables are available for an additional fee. Bathrooms are in the building.

Chairs and tables are available.

The classroom floor must be swept and wet mopped. All equipment must be returned to its proper location.

## *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.

A small multi-purpose athletic court with tennis net, volleyball net, and basketball backboards is available. Campers must provide sports equipment (tennis racquets, volleyballs, basketballs, etc.)

## *OUTSIDE FIRE CIRCLE*

Picnic tables and an outdoor fire circle are available near the athletic court.

If the fire danger is low, 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.

# RULES AND CONDITIONS OF PERMIT

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

2. The group representative shall assume responsibility for seeing that all members of the group are informed of, and comply with, park rules, regulations and all applicable special conditions.

3. The permittee shall reasonably expect to conduct their program without outside interference. The National Park Service will not sanction any intrusion by other parties.

4. The permit is not transferable and may be revoked at the discretion of the Superintendent for cause. All arrangements must be finalized when submitting application; no changes will be made after confirmation is received.

5. At no time may any group exceed the maximum capacity of the camp that has been set by the U.S. Public Health Service. Camp Round Meadow capacity is 120 persons.

6. All permittee vehicles must be parked in the designated gravel parking lot. The parking area in Camp Round Meadow will accommodate approximately 75 cars. There is no overflow area. Please carpool.

7. Buses are not allowed on Park Central Road between Thurmont Vista Parking Area and Camp Greentop.

8. Buildings excluded from use will not be entered at any time.

9. Upon arrival, groups wanting to use the outside campfire circle must receive approval from the Park Ranger. Fires are permitted in designated sites only and must not be left unattended. Campers may use any downed dead wood found. DO NOT CUT TREES!

10. Rearrangement of furniture and fixtures within sleeping areas is prohibited.

11. The use of any electrical appliances is prohibited in all buildings with the exception of personal care appliances used in the dorm bathrooms.

12. Camping trailers or tents are not permitted within the camp.

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

14. Destruction, defacing or removal of buildings and improvements, trees, shrubs and flowers are prohibited.

15. Alcoholic beverages and pets are prohibited in organized camps.

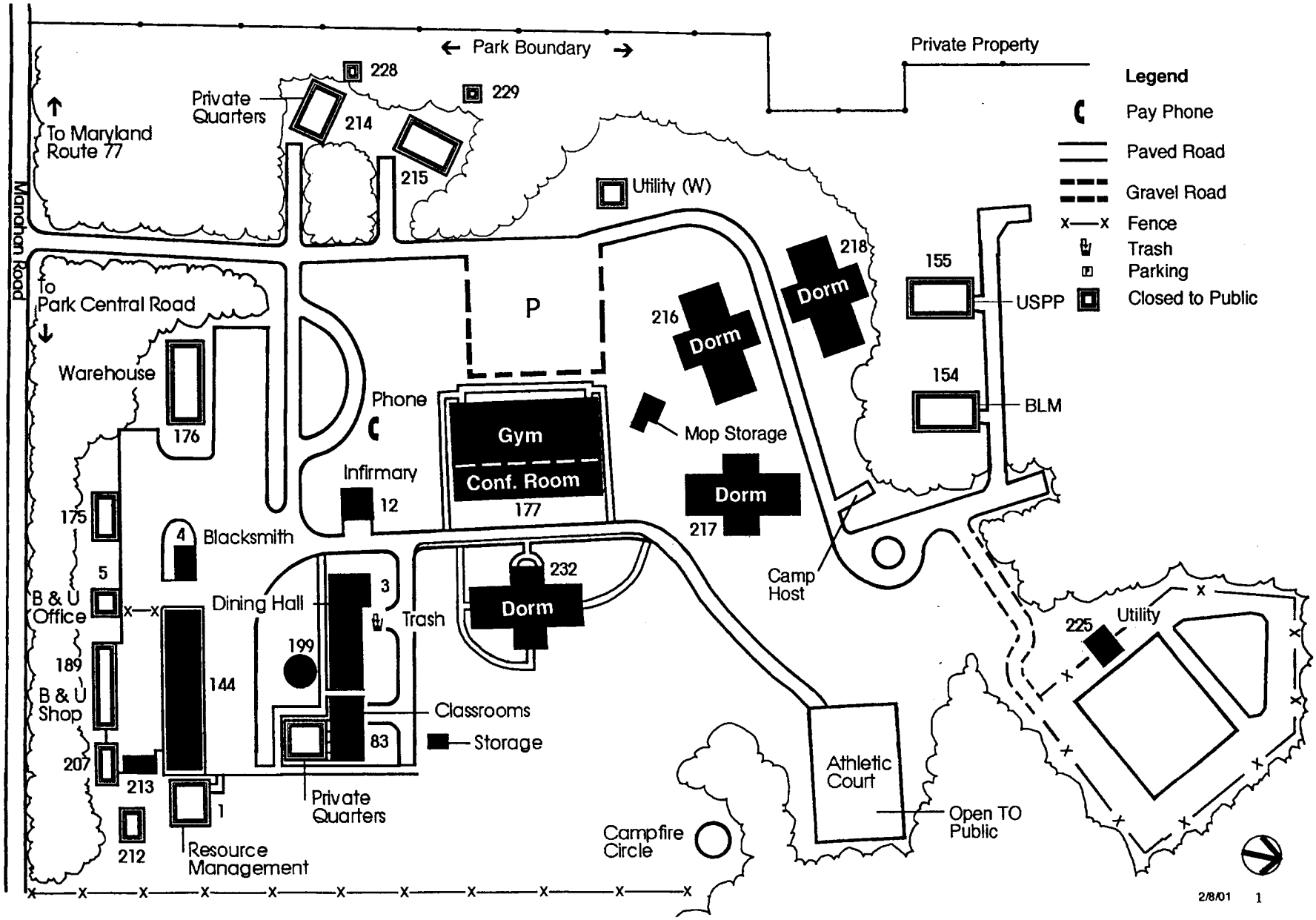
16. Weapons of all description are prohibited.

17. Quiet hours are from 10 pm to 6 am.

18. The camp shall be subject to inspection at any time by the Park Superintendent or his representative. Upon termination of permit, each camp will be inspected for cleanliness and damages before groups may vacate. The group representative and the person in charge of the kitchen facility must accompany the Park Ranger during the inspection. The permittee agrees to assume responsibility for damages occurring during their use.

19. No refund will be made for any reason other than the inability of the National Park Service to provide the facility you have rented.

20. 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.




APPROVED

DATE 3/1/01

U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

SITE MAP
**Camp Round Meadow**
CATOCTIN MOUNTAIN PARK
FREDERICK COUNTY, MARYLAND