CAMP GREENTOP

RULES AND CONDITIONS

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

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.

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

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

Camp Greentop capacity is 140 persons as set by the U.S. Public Health Service. The size of the Group shall not exceed the maximum capacity of the camp at any time.

All vehicles associated with the Group shall park in the designated parking lot. The parking lot will accommodate a maximum of 27 passenger cars. Overflow parking is not available. Parking adjacent to buildings and within the cabin area is prohibited.

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

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, etc. are prohibited.

Alcoholic beverages and pets are prohibited in the camp.

Weapons of all description are prohibited.

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.

REPAIRS/MAINTENANCE: All repairs will be made by the Park. Repairs and maintenance needs shall be reported to:

301-663-9330	Monday – Friday (8:00 a.m. – 3:30 p.m.)
301-663-9388	Saturday and Sunday (9:30 a.m. – 3:30 p.m.)

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. Trash shall not be left outside of the dumpster.

RECYCLING: All recyclable trash i.e., cans, plastic bottles, cardboard, etc. shall be deposited the proper receptacles located in the Camp. The receptacles shall be emptied into the recycling dumpsters behind the kitchen regularly and the receptacles redistributed. Nothing shall be left outside of the dumpster.

CLEANING: The Park stocks the camp with various brooms, dust mops, wet mops, mop buckets, plungers, toilet brushes, 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.

CABINS:
Cabins are stocked with cots and mattresses. The Group shall supply their own bedding, personal care products, etc.

The use of electrical appliances is prohibited from the cabins.

Cabins floors should be swept and mopped regularly. All areas should be kept free of clutter.

Trash shall be emptied daily by the Permittee.

KITCHEN & DINING HALL:
The kitchen is fully equipped with commercial grade ovens, stoves, grills, refrigerator, freezer, mixer, microwave, toaster, warming table, etc.

The Kitchen Facility Supervisor shall be responsible for Kitchen Staff adherence to U.S. Public Health Service Standards. Certified food handlers are recommended. The kitchen shall be cleaned to Public Health Service Standards daily.

Only Kitchen Staff shall be allowed in the kitchen.

The Group Leader and Kitchen Facility Supervisor shall supply their own utensils, cookware, serving ware, linens, food stuffs, and cleaning and sanitizing products.

The Park stocks the Kitchen/Dining Hall with brooms, mops, and mop buckets. Mops and buckets shall be thoroughly rinsed, sanitized, and allowed to dry after each use.

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

Dining hall floors shall be swept and mopped daily.

Trash and recyclable receptacles shall be emptied as needed by the Permittee.

RECREATION HALL:
Number of people in the Recreation Hall shall not exceed posted capacity at any time.

Running on and jumping off the stage is prohibited.

Floors shall be swept and all items returned to proper locations after each use.

Trash receptacles shall be emptied daily by the Permittee.

FIRES: Fires are permitted only in the fire circle and dining hall and recreation hall fireplaces. Catoctin 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.

SWIMMING POOL: Memorial Day – Labor Day
No one under 16 years old is permitted in the pool or within the pool fence without adult supervision.

The NPS recommends having a certified life guard or aquatics program coordinator at the pool when it is in use.

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 and recyclable trash shall be placed in the appropriate dumpster. All trash and recycling 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 shall be swept and mopped. All rugs and carpeted areas shall be vacuumed.

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.

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