



Tufts University Mountain Club

2013 Edition

**Caretaking Manual
Updated January 2016**

*This document was compiled by Daniel Hechavarría (2005 Loj Director) and members of the 2004-2005 TMC Executive Board. It is a revision and reorganization of the previous Caretaking Manual.
It was most recently updated by Rhyan Goldman in 2013
For an electronic version of this document, contact the TMC Loj Director (check for current www.tuftsmountainclub.org)*

Table of Contents

Emergency Contact Info	Page 3
Pre-Departure	Page 4
Opening	Page 4
Closing	Page 5
Caretaker Transfer Checklist	Page 7
Primary Caretaking Duties	Page 7
Behavior & Guests	Page 8
Loj Inventory	Page 9
Detailed Procedures	Page 10
Loj Rates	Page 11
Trips	Page 12
Gear	Page 13
Emergency Response	Page 13
Loj Rules	Page 14

In case something goes wrong

- ❖ Call 911 in the event of an emergency
- ❖ Contact Loj Director, TMC President, and/or Bill Fadden at Evergreen Management. (see *Emergency Contact Information*)
- ❖ Bill Fadden can take care of any maintenance issues that need immediate attention.

Emergency Contact Information

All emergency numbers as well as a current TMC Executive Board Roster is posted by the Loj phone.

Loj Phone Number	603 745 2123
Loj Address	One Potato Hill Road No. Woodstock, NH 03262

In case of an emergency

Grafton County Sheriff's Dept. Dispatch	CALL 911 603 787 6911
Woodstock Police Department	603 745 8700
Woodstock Fire Department	603 745 3521
Tufts Police Department (Emergency)	617 627 6911

In case of a non-emergency

Grafton County Non-Emergency	603 787 2111
White Mountain National Forest HQ	603 536 6100 (M-F 8A-430P)
Tufts Police Department (Non-Emergency)	617 627 3030

Maintenance

Bill Fadden	603 348 7363
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Alarm System

Mango Security	603 934 4723
Rapid Response, Manchester NH	800 932 3822 (acct. # 705 6134)

TMC Executive Board 2013

President – Ari Schneider	802 345 8991
Ex-Ass – Maya DeBellis	914 564 5623
Historian – Kiley Pratt	802 825 8972
Loj Director – Alyssa Rivas	626 254 3454
Events Director – Maxx Grossman	203 561 1918
Communications – Teddy Laurita	207 542 4687
Treasurer – Jessie Hoffman	207 807 6455
Stewardship – Jared Lieberman	201 562 3253
Skiing Director – Sam Suechting	720 244 3590
Hiking Director – Deanna Bessy	802 922 5088
Climbing Director – Brian Taintor	207 650 3498
Aqua Director – Emma Arnesty-Good	415 637 0420
Gear Director – Emily Decker	651 368 2099
Van Man – Russell Gens	781 879 9205

Pre-Departure

- ❖ Set up a meeting with the Loj Director to get the keys, BJs card, inventory, and review new policies and general caretaking practices
- ❖ Email the Communications Director a blurb to put in the weekly along with pictures of both caretakers the SUNDAY before you caretake.
 - ◆ Include the times that you plan to open and close the Loj
- ❖ If you need to reserve the TMC van, contact the TMC Motor Vehicle Director.
- ❖ Retrieve current Loj inventory, the Loj key, and TMC's BJs company membership card from the Loj Director or previous Caretakers.
 - ◆ You will be reimbursed by TMC for all necessary purchases and gas. Groceries on an ordinary weekend should not greatly exceed \$150 and will be less if there are not many staples to replace. You must have the receipt(s) with your name on it in order to get reimbursed.
 - ◆ If you are buying any items in Massachusetts or anywhere where there is sales tax, you must use a tax-exempt form and have the tax removed. You will not be reimbursed for any money spent on tax. Obtain a tax exemption form from the treasurer if necessary.
 - ◆ BJ's is exit 20 (Tilton). Turn left at the light and BJ's will be on your right.
- ❖ For Summer or Winter caretaking, please contact the Loj director for specific guidelines

Opening

Read this entire section before opening the door!

- ❖ Open and unlock the mudroom door first. You have 30 seconds to key in the alarm code after the door is opened. Do NOT enter through any other door.
 - ◆ On the keypad (white panel, left wall of mudroom) enter the alarm code and then hit the ON/OFF button

- ◆ If the alarm goes off and the alarm company calls, they will ask for your name and a verbal password. **NEVER GIVE YOUR NAME!** This is part of the authentication procedure. Give them the current verbal password and designated name
- ◆ Codes will be changed every year
- ◆ **AMBUSH CODE:** press 9 5, then enter the normal alarm code followed by the ON/OFF button
 - This feature of the alarm system is typically used if someone forces you to open the Loj. It will silently call the police to the Loj
- ❖ Make sure the water is turned on (see “Detailed Procedures” section)
- ❖ Check the dial tone of the Loj phone
- ❖ Unlock the Trips Cabin (same key as the Loj)
 - Unlock and relock the shed upon request
- ❖ Remove all chairs from the tables and unstack benches as necessary
- ❖ If cold, turn the heat up to no more than 70°F. The analog thermostat is round and is located to the left as you enter the main Loj area through the mudroom
- ❖ Check to make sure pilot lights are lit on the stove, griddle and ovens (see “Detailed Procedures” section)
- ❖ Perform a safety and security check: look especially for broken windows or doors, and leaks in the kitchen, bathroom, or outdoor water spigot. Report anything out of the ordinary to the Loj Director.

Closing

Most Important Thing to Remember: Leave the Loj cleaner than you found it!

- ❖ The Trips Cabin:
 - Sweep, remove trash and lost & found items
 - Return Loj bags to bin in the Frostbite room
 - Set thermostat to 55°F
 - Ensure all windows are shut and locked
 - Close bunk room door
 - Turn out lights
 - Lock Trips Cabin
- ❖ The Lawn:
 - Remove trash and lost & found items
 - Make sure fire pit is extinguished
 - Place any equipment in the shed and lock
- ❖ The Shed:
 - See that gear is put away neatly
 - Close and relock
 - Bring in wood to stock indoor wood supply
 - Cover outdoor wood supply with tarp
- ❖ Bunkrooms:
 - Vacuum/sweep, remove trash and lost & found items

- o Place all mattresses on bunks
 - o Return Loj bags to bin in the Frostbite room
 - o Ensure all windows are shut and locked
 - o Lock exterior door in the caretaker's room
 - o Turn out lights
 - o Shut interior door
 - o **Caretaker room: return Caretaker's Binder and Trips Binder, stow emergency equipment and cash box in the Lock Box, bring new membership forms and excess of cash over \$50 back to Tufts; dispose of used Trips forms; notify the Loj director if more inventory, trips, or membership forms are needed
- ❖ Bathrooms:
- o Flush and clean all toilets
 - o Clean all sinks, make sure faucets are off
 - o Refill soap dispensers
 - o Sweep, remove trash and lost & found items
 - o Organize the lost & found; bring back valuable items to the Gear Room
- ❖ The Kitchen:
- o Clean and put away all dishes
 - o Scrub countertops, stove, griddle, sink
 - o Make certain all faucets are off
 - o Put away any food; remove anything that will go bad before the next caretakers arrive
 - o Complete a Loj Inventory form, to be returned to the Loj Director (see "Loj Inventory" section)
 - o Make sure all pilot lights are lit on the stove (see "Detailed Procedures" section)
 - o Double check to make sure that the oven is COMPLETELY OFF (all knobs should be horizontal and the temperature dials should be set to ZERO)
 - o Shut and lock kitchen window (push in from outside if necessary)
 - o Take out Compost (bin by the shed) and trash (dumpster in parking lot)
 - o Rinse and clean drying racks
- ❖ Main Loj Room:
- o Sweep, remove trash and lost & found items
 - o Wipe down tables, stack chairs on tables
 - o Stock indoor wood supply
 - o Make certain that wood stove is extinguished
 - o Clear any ashes from the bottom of the wood stove
 - Open bottom vent, box inside has ashes
 - o Set thermostat to 55°F
 - o Put items for recycling in the van, make sure all trash is in the dumpster
 - o Close and lock back doors
 - o Turn off lights and ceiling fans

- ❖ Mudroom and Final Lock-Up:
 - o Make sure everything you need is outside of the Loj
 - o Close the door between the mudroom and main Loj
 - o Arm the alarm:
 - Close all doors (including the exterior door in the mudroom) so the “status” light on the alarm panel turns green. If the status light does not go on, then there is an open door
 - Lock the exterior mudroom door by pushing in and turning the button on the knob
 - On the keypad, enter the alarm code then hit the ON/OFF button
 - You have 30 seconds to exit the Loj and close the door
 - o Make sure that water spigot next to the door is off

- ❖ Recycling:
 - o Bring recycling to the Recycle Center in Lincoln, New Hampshire
 - o Directions: turn left out of the Loj onto Rt. 3 towards N. Woodstock. Turn right at the first set of lights onto Rt. 112 East (Kancamagus Highway). Continue on this road into Lincoln, take a right after you pass the McDonalds onto Recycle Road.
 - o For more information, consult “New Mandatory Recycling Regulations” in this binder

- ❖ Upon Returning to Tufts:
 - o Give the Loj Inventory form, Loj keys, and BJs card to the Loj Director
 - o Report anything that needs to be fixed to the Loj Director
 - o Give Van keys to the Motor-Vehicle Director

Caretaker Transfer Checklist

We treat Caretaking Transfers very similarly to typical Loj Opening & Closing. Please see the TMC Loj Caretaking Manual 2011 for updated details (available in the Caretaker’s Binder at the Loj or via email from the Loj Director). In addition, since there may be ongoing activity at the Loj bridging the transfer, departing and arriving caretakers need to make sure to communicate with each other about any current happenings at or around the Loj.

Departing Caretakers: Just like when you are closing the Loj, you should make sure to leave the Loj & grounds cleaner than you found them and take out the recycling (do not forget the recycling permit and do not forget to return it to the Loj before heading south). It is your responsibility to fill in the arriving caretaker about everything that is going on at the Loj!

Arriving Caretakers: Just like when you are opening the Loj, you should make sure that everything is in order when you first arrive. On top of your normal caretaking duties, it is your responsibility to engage in any ongoing issues that may be waiting for you and follow up on Trips that may be out.

___ Walk through the Loj together to make sure everything is in order, as it would be if the Loj were being closed and re-opened on a later date

___ Make sure to **communicate** about any **Trips that are currently out**

___ Make sure to **communicate** with the other caretakers AND Loj Director about any issues that may have arisen previous to the transfer, or any concerns you may otherwise have

___ Make sure to **communicate** about any **unlocked buildings**, leaking faucets, **food in oven or refrigerator**, missing wallets, etc.

___ Check the thermostat, stove pilot lights are lit

___ Check out the Loj food supply; fill out a Loj Inventory form & send someone on a grocery run if you need!

Primary Caretaking Duties

- ❖ Ensure safety of the Loj and all of its inhabitants
 - ❖ Be present at all times in case of an emergency
 - ◆ If you must leave the Loj unoccupied for an extended period of time, you must lock the doors and leave a note indicating when you will return and any contact information.
 - ◆ When caretaking expect to stay at the Loj for the duration of the weekend—do not plan to go on day hikes or other long adventures on weekends when you are caretaking.
 - ◆ Enforce all Loj Rules
 - See Loj Rules and Loj Group Use Policy
 - ◆ Make sure that guests going on trips fill out a copy of the Trips Form appropriately; make sure to have a record of all relevant trip information: cell phone #'s, places, times, etc., as well as a panic time
 - ❖ Facilitate proper and fun use of the Loj for all guests
 - o Help guests sign in and pay
 - o Ensure 10pm curfew in the Trips Cabin; make sure guests know that the Trips Cabin is for sleeping early and quietly
 - ❖ Take care of all Loj equipment!
 - o Sign out all gear and make sure things function properly
 - o Lock the shed at night
 - o Report anything wrong to the Loj Director using the Loj Inventory sheet and post caretaking survey.
 - ❖ You have the authority to assign sleeping arrangements
 - o Trips Cabin is for trips, Loj is for Loj fun.
 - ❖ Leave the Loj and Trips Cabin better than you found them;
 - o Clean thoroughly and carefully. **But remember:** It is not your job to clean up after others - delegate!
 - o Make sure trash, recycling, and compost are properly and neatly organized over the course of the weekend; take them to the recycling center before heading south at the end of the weekend
 - Collapse all cardboard and paper
 - Wash all filthy containers

- ❖ You are to act as an officer of the Tufts Mountain Club.
 - ◆ You have the legal authority to remove unwanted or rowdy persons from the Loj premises.
 - ◆ You represent and speak on the behalf of TMC and the University.
 - ◆ Alumni are important to TMC! We like to have alums involved in the club
 - Tell them to join the Tufts Alumni website: www.tmcalumns.org

Behavior & Guests

Guests are expected to know the current Loj Rules. These are posted at the Loj and are introduced to all newcomers upon first arrival at the Loj. Failure to abide by the posted Loj Rules may result in being asked to leave the Loj. Anyone present at the Loj has the authority to enforce this rule, and most members take it upon themselves to protect the rules and the Loj itself as a matter of pride. All infractions of the rules are reported to, and recorded by, the executive board. Repeat offenders may face temporary suspension of membership privileges or expulsion from the TMC.

Guests not affiliated with Tufts University must be accompanied to the Loj by a member of the TMC (a personal acquaintance of this guest), in accordance with the rules set out in Article III of the Constitution dealing with Guests of current members. The actions of this guest, including adherence to Loj Rules, are entirely the responsibility of this member.

Although extremely rare, decisions that need to be made at the Loj are at the discretion of the caretakers or any other Executive Board member present. In general, though, decisions at the Loj need not be made by club executives because TMC members present at the Loj are respected as able to make their own responsible decisions on the behalf of the TMC. It is this respect and distribution of responsibility that creates the communal atmosphere at the Loj, allowing it to function successfully.

Loj Inventory

- ❖ Be aware that some items on the Inventory you receive from the previous caretakers may not be suitable for eating by the time you arrive at the Loj. This may include, but is not limited to:
 - ◆ Orange Juice
 - ◆ Milk
 - ◆ Eggs
 - ◆ Bread (sliced)
- ❖ As caretaker, it is also your duty to check if Loj is running out of any supplies such as sponges, dish soap, toilet paper etc. Put these items on the list to give to the next caretakers
- ❖ Be responsible with your Loj expenditures. The treasurer reviews all receipts and has the right to not reimburse you for items deemed frivolous.

Sample Loj Inventory

Write how much of the item is left and be sure to check the freezer and pantry
Give to Loj Director with keys and BJ's card.

Item	Quantity in stock	Minimum Stock Amt.		Item	Quantity in stock	Minimum Stock Amt.
Peanut butter		4 jars		Corn		6 cans
Jelly*		4 jars		Graham Crackers!!		2 boxes
Nutella*		4 jars		Chocolate Bars		15 bars
Cereal		4 bags		Soup		6 cans
(Types)				(Types)		
Flour		1 Lg. bag		Cornmeal		2 boxes
Ketchup*		3 bottles		Granola Bars		50 bars
Tortilla Chips		3 bags		Mustard*		3 bottles
Tortillas		3 bags		Coffee		2 bags
Bread		4 loaves		33 gal trash bags		1 box
Chocolate chips		2 bags		Dish soap		2 bottles
Brown sugar		2 bags		Soap		2 refill jugs
Cane Sugar		1 Lg. bag		Matches		1 box
Bisquick		3 boxes		Toilet Paper		36 rolls
Oatmeal		5lbs		Sponges		12-pack
Salsa		4 jars		Cleaning supplies Windex, 409, etc.**		1 refill jug
Craisins		1 bag		Clorox wands		1 refill box
Garlic		3 heads		Other:		
Cheese (Types)		2 bags		Buy only what you will use this weekend:		
Potatoes		10-lb bag		Peppers		
Onions		6 to 8		Broccoli		
Tea*		2 Lg. boxes		Tomatoes		
Hot Chocolate		2 Lg. jars		Other Veggies		
Butter (freeze extra)		8 sticks		Orange Juice		
Eggs		2 dozen		Milk		
Rice		1 Lg. bag				
Pasta*		4 boxes		Do Not Buy:		
Tomato sauce*		4 jars		Yeast		
Black Beans		6 cans		Maple Syrup		

*Double check for these items **Make sure there are spray bottles to refill

***Note any cooking supplies that are almost used up

Comments? Questions?

Please return to the Loj Director.

Detailed Procedures

Turning on/off the alarm

- ❖ The alarm system is equipped with door opening sensors in the Loj and motion sensors in the Trips Cabin.
- To turn off the alarm:
 - ◆ On the keypad (white panel, left wall of mudroom) enter the alarm code and then hit the ON/OFF button
 - ◆ If the alarm goes off and the alarm company calls, they will ask for your name and a verbal password. **NEVER GIVE YOUR NAME!** This is part of the authentication procedure. Give them the current verbal password and designated name.
 - **AMBUSH CODE:** press 9 5, then enter the normal alarm code followed by the ON/OFF button

- This feature of the alarm system is typically used if someone forces you to open the Loj. It will silently call the police to the Loj.
 - o If any messages come up write them on the Loj Improvement sheet, which you will give to the Loj director after the weekend. Press Reset to clear the message.
 - o If the smoke alarm goes off during the weekend follow the instructions on the fire alarm panel to turn it off. Stand by in case the fire department calls.
- To turn on the alarm:
 - o Make sure trips cabin is locked and closed with lights off.
 - o Type in code, press on

Turning on/off the main water supply

- ❖ As you enter the mudroom from outside, the water heater is on your right. Lean down to the left of the huge cylinder and look for a copper pipe with a circular blue twist valve on it (~1inch in diameter). If this valve is not aligned so that the upraised part of the valve is parallel with the copper pipe, the water is NOT on. Turn the valve ¼ turn clockwise to turn on the water. IN JUST ABOUT EVERY CASE, THE WATER WILL ALREADY BE ON

Stove Pilot Lights

- ❖ If the stove burners do not work, the pilot lights may be out. Get a match and put your hand underneath the lip the front of the stovetop. You can lift up the stovetop panels this way. The pilot lights are underneath these panels. Light them if they are off. The flame will be blue/orange.

Griddle Pilot Lights

- ❖ If the griddle does not light, you must relight the individual pilot lights for it. Look underneath the griddle. Look towards the bottom of the griddle. There should be three pilot lights. If any are out, light them. You may have to slide out the grill to access the pilot lights.

Oven Pilot Lights

- ❖ If the oven does not work, the pilot lights may be out. Open the oven and there should be a panel that you can lift up and remove along the bottom edge of the oven. Peer down there in the dark close to the front of the stove. You should see a pilot light. If it is not there you will need to light it. To do this, reach under the bottom of the oven and find a little red button right in the center of the oven about an inch back. Push and hold the button for at least a minute. As you hold it, light the pilot light with a match. Keep holding the button for a while. When you release the button the pilot light should stay lit.

Turing on/off the gas

- ❖ If none of the pilot lights are working the gas may be off. You will have to turn it on. Get down on your stomach next to the space between the piece of wall that sticks up and the back of the stove. There is a thin copper piper running against the wall and into the back of the stove. This is the gas line. There is a small blue

circular valve on this pipe near where it enters the stove. The valve is ON when it is perpendicular to the copper pipe. If the valve is aligned parallel to the pipe, the gas is off and you must turn the valve ¼ turn counterclockwise to open it.

Loj Rates

*****Per Person*****

NOTE: All of these rates apply whether you stay inside the Loj or outside in a tent.
Semester and summer break rates may be different.

Individuals

<i>Member</i>	<i>Day visit</i>	<i>1 Night</i>	<i>2 Nights</i>	<i>3 Nights</i>	<i>Additional Nights</i>
Without Food	free	5\$	10\$	15\$	[+5]
With Food	5\$	10\$	15\$	25\$	[+10]

Non-member

Without Food	Free	10\$	15\$	20\$	[+5]
With Food	5\$	15\$	25\$	35\$	[+10]

Groups will be subject to a Group Use Fee, due at the time of their pre-departure meeting with the Loj Director. This fee is as follows:

TCU-funded Group: +\$5/person/night

Non-TCU-funded Group: +\$10/person/night

In addition, each person must pay regular Loj Fees upon arrival to the Loj, which the caretaker is responsible for collecting

For more information about groups, consult the Loj Group Use Policy

Trips

- ❖ As the caretaker, you are responsible for making sure that a trained caretaker is inside the Loj during the entire weekend, i.e. **YOU CANNOT GO ON A TRIP**
- ❖ Make sure that groups leaving on trips from the Loj complete a Trips Form
- ❖ Organize the Trips forms for current trips, make sure to check in with Trip leaders post-trip to ensure a safe return; dispose of old/used Trips Forms
- ❖ In case of emergency, please consult the Emergency Response Procedure (see "Emergency Response" section).

SAMPLE TRIPS FORM

Leader Name: _____ Cell #: _____
 Activity: _____ Trip Duration: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____ FREAK OUT TIME: _____

Parking Location/Trailhead: _____

License Plate #: _____ Year: _____ Make: _____ Model: _____ Color: _____

License Plate #: _____ Year: _____ Make: _____ Model: _____ Color: _____

Location and Route Plan:

Emergency Evacuation Plan/ Emergency Alternative Route:

Group Member Name Cell #

Emergency Contact & Phone #

Emergency Gear

Compass

Map

Sun Rise & Set times

Headlamps & Batteries

Water

Food

First Aid Kit

TMC Loj gear borrowed: _____

Gear

- ❖ Loj guests are invited to borrow TMC gear from the Loj, and must comply with our borrowing policy.
- ❖ Gear to be used off of Loj property (i.e. other than in the front yard) must be checked out and returned with the caretaker in a timely manner.
- ❖ Snow shoes, skis, med-kits
- ❖ Boats: Canoes, kayaks, and safety gear can be used at the Loj with both the caretaker's permission and knowledge of the intended route and transportation. Guests may use the trailer if their car has a trailer hitch and if they can

demonstrate that they can successfully pull the trailer out, and back into the Loj parking lot with their car. If they do not have trailer experience, they may strap the boat on top of their car, or may carry it cross the street to the fire station and put in there.

Emergency Response

- ❖ Please consult the chart below. There is a larger version next to the Loj phone.

1 Evaluate the situation	2 Determine Severity	3 Make a Plan: how can we help you?
<p>Incident happens!</p> <p>If you pick up the phone, YOU are responsible for communication until the incident is over.</p> <p>Stay calm.</p> <p>Write down answers so they are easily shared or recalled when needed.</p>	<p>STOP Stop and think...</p> <p>Minor:</p> <ul style="list-style-type: none"> — Minor injuries (victim is mobile) — Group member is sick — Group can and will perform evacuation <p>Severe:</p> <ul style="list-style-type: none"> — Uncontrollable bleeding — Victim is unable to walk or should not move — High risk of exposure to extreme weather — Off Trail or Dangerous Terrain — Foreign object in skin/body — Group does not have training or ability to help injured member 	<ul style="list-style-type: none"> • Determine best way to assist group without creating a serious safety risk. If meeting a group, always stay in groups of three. • Record incident with a verbal or written narrative and give to an executive board member. <p>Victim must call 911 from cell phone in order to be precisely located via NH Rescue GPS.</p> <ul style="list-style-type: none"> • Instruct victim to call 911 if rescue is needed, obtain verbal confirmation that the call will be made. • Call NH dispatch to confirm that an emergency call was received and provide additional information...(603) 787-6911 • Record incident with a verbal or written narrative and give to an executive board member. • Call TUPD non-emergency number to notify them of the situation...(617) 627-3030
<p>1. What happened and when?</p> <p>2. Where are they?</p> <p>a. Current Location: route/trails, mountain name</p> <p>b. Distance from roadway, above or below tree line</p> <p>3. Who is involved? List all <u>names, cell phone numbers</u>.</p> <p>4. Describe group appearance (to facilitate visual recognition by a third party).</p> <p>5. How severe is the incident?</p>		

- ❖ During any emergency, it is necessary for you to have organized information for any emergency response team. When on the phone during an emergency, fill out the following ERP form:

Loj Emergency Response Form

Date _____ Time of Call _____ Current Weather Conditions _____
 Caller name _____ Name of call receiver _____

- 1) What happened and when?

- a. Are there any injuries? If yes, what type, and how many people?
-
- 2) Where are they?
 - a. Current Location: route/trails, mountain name
 - b. Distance from roadway; above or below tree line?
-
- 3) Who is involved?
 - a. List all **names** and **cell phone numbers** (should be on trips forms)
-
- 4) Describe Group Appearance (to facilitate visual recognition by a third party)
-
- 5) Determine severity: Minor or Severe? Why?



Go Outside

Loj Rules

- 1) Do not burn down the Loj
 - a. Do not leave fires or stoves unattended
 - b. No smoking within 20 feet of any Loj building
- 2) Sign in and pay upon arrival, ask caretakers about available bunks
- 3) Fill out a Trips Form before leaving on a trip
- 4) No hard alcohol on Loj property
 - a. The Loj is not a place to get drunk and party
 - b. Alcohol consumption by those under 21 is illegal
- 5) Only the scheduled caretakers may open the Loj; they must be present for the Loj to be in use
- 6) Let the caretakers know if you are coming to the Loj
- 7) Remove shoes before entering the Loj or Trips Cabin; place them on shoes racks
- 8) Respect the caretakers, local residents, and other Loj guests
 - a. Caretakers have the authority to assign group cleaning tasks and sleeping arrangements
 - b. Your caretakers have final say in any issues that may arise
 - c. Check with your caretakers about Loj pet policy for a particular weekend
 - d. Your stay at the Loj is contingent on obeying the caretakers and following Loj policies
 - e. Please keep noise levels down; the Loj has thin walls
 - f. Respect the privacy of others; this includes not trespassing on neighboring properties
- 9) Clean up after yourself
 - a. Leave the Loj cleaner than you found it
 - b. You are responsible for your own dishes
 - c. Store your things on your bunk and out of the main room (use Trips Cabin cubbies, the shed, or your car for storage)
- 10) Trips Cabin lights out at 10 PM
 - a. Gear may only be stored in entry room cubbies
 - b. You must be silent after lights out
- 11) Your car must be parked in the Loj parking lot – not along the road
- 12) There is a limit of 4 guests per TMC member
- 13) You are responsible for any damages you inflict on Loj/TMC property

14) Showers are strongly discouraged