Trails Club of Oregon Lodge - Host / Cook Instructions

Thank you for hosting or cooking at one of our lodges. These instructions and the 2010 TCO Membership Handbook & Directory contain important information about hosting and cooking. Please read these instructions before your event so you can contact the lodge chair, if you have any questions.

Lodge Capacity

Tyee Lodge can sleep 22 men and 22 women in the dorms. Per fire regulations, 6 more can sleep on the main floor **but only when the dorms are full**. The total lodge capacity is 50 persons overnight.

Nesika Lodge's dorms sleep approximately 60 persons, about 20 in each of the following areas; the men's dorm, the lower level of the women's dorm and the upper family section of the women's dorm.

Lodge Fees

Everyone who stays the day or overnight in, on or near lodge property is required to pay lodge fees, except when the fees have been waived for the event by the board. The host is expected to collect the fees for their event and for the previous non-published night if someone has stayed over. Current lodge fees are posted in the lodges and listed on the enclosed Lodge Usage Form.

The lodge over night fee is waived for the host of a published Hosted or Host Only lodge event. When meal fees are charged both the overnight fee and meal fees are waved for the host and one cook. When more than 15 people are served meals an additional assistant may be added and also receives their overnight fee and meals for free. At the discretion of the host/cook team additional assistants may be added for every addition 15 people served.

Reservations

The **Lodge Host** form is used to record the reservations, using a separate line for each person. There is space to list the person's **Name**, record their **Status Code**, document the number of **nights** by gender, note what **meals*** are requested and record the fees. The host, cook and assistant's names are also to be listed on this form.

Members are allowed to register for themselves and up to 5 guests to attend a lodge event. Guests and FWOC club members must be registered by, and attend with, a club member. Hosts may accept guests known to them, if they are willing to be responsible for them during the event. If a guest would like to visit the lodge to satisfy membership requirements suggest that they participate in one of our membership hikes that includes a lodge visit, these trips are usually offered monthly during spring, summer and fall.

The reservations deadline is usually the Wednesday prior to the event before 9p.m. unless a different date is stated in the write up. This allows the cook time to plan and shop before the event. Remind members that if they no shows or cancel after the deadline they are still responsible for their meal fees. After the deadline, the host reports the number of adults and children (under 12 years of age) registered for each meal to the cook. The host also communicates any cancellations that may be received later.

Event Schedule

On a scheduled event weekend the lodge is usually open from Saturday afternoon to Sunday afternoon. The approximate time will be decided by the host and the cook. The host will inform those registering.

Meals

Usually the cook(s) prepare Dinner on Saturday and Breakfast on Sunday. The minimum meal fee is $3.00 for Breakfast, $5.00 for Lunch, when included in the meal schedule and $7.00 for Dinner. Children younger than twelve (12) are half price. The meal charges can be higher if published in the event write up or announced during registration. ***When someone does not register for meals, it is important to remind them that the cook has priority in the use of the kitchen area. They must check with the cook before using or storing anything in the kitchen.***

Meal Planning and Shopping

When planning a menu you will want to determine the approximate cost per person. Remember that your meal costs are to be lower than the minimum meal fees. The excess money is used to purchase kitchen supplies and staples. Some staples (such as flour) are primarily for backup, when required. Please note in the Lodge Usage Report if you have depleted a staple item.

When shopping, try to purchase only the quantities needed. Look for items (such as spices, flour, sugar...) in the bulk food section of the store where you can control the amount purchased. Do not leave any food items behind. You may deduct these unused items from your receipts. After the food has been purchased, total the receipts to determine your reimbursement amount. **These receipts are to be turned in with the lodge forms.**

Opening and closing of the Lodge

If a loaner key is needed, contact the Lodge chairperson. Instructions for Opening and Closing have been included with this package. At Tyee there is also a set of instructions with pictures hanging near the basement door. Follow these directions precisely. **If unsure about opening, contact the Lodge Chairman or the Lodges & Properties Trustee to arrange for experienced help.** The host is responsible for the proper opening and closing of the lodge to prevent damage to the building and its contents.

After the opening procedures have been completed, take the registration book out of the podium located near the lodge's front door and place it on the closed lid. Below the last entry in the book, write the full date in the margin, the event name and sign in. Later, when closing the lodge remember to place the book back inside the podium.

During the entire time the lodge is open, someone should stay at (or near) the lodge to greet people and answer questions.

Collecting Fees

Fees should be collected before or after dinner or a combination of times. When this task has been completed, collect the food receipts from the cook(s), round to the nearest dollar and reimburse him/her for the cost of the food. *** If the amount collected is short due to no shows or late cancellations, some of the lodge fees can be used to reimburse the cook. Report the name(s) of the no-shows and amount(s) due to the club on the back of the Lodge Usage Report for collection. Lodge Fees are not charged when a person can not attend but meal fees are.

Tasks

The **Tasks** sign-up sheet lists the lodge chores that need to be done during the event. Everyone at the lodge is expected to volunteer for as many jobs as needed for all tasks to be completed even those leaving early.

Lodge Safety and Policies

The Lodge Rules are posted near the registration book in each lodge. It is the hosts' responsibility to enforce the rules if necessary. The **Lodge Operation** reminder sheet is to be read at dinner each evening.

Lodge Use Report

This report is used to summarize the use of the lodge, make the final financial calculations, and report any problems. The Lodge committee uses this information to track lodge usage and plan future improvements.

After the event, the completed forms, food receipts, lodge fees and excess money is mailed in the enclosed envelope to the Trails Club of Oregon, PO Box 19061, Portland OR 97239-0061. Do **NOT** send cash; send only checks made out to the Trails Club of Oregon.

Lodge Handbook

The lodge handbook contains additional forms and information about the lodge. Please list if something is missing from the binder on the Lodge Usage report.

Lodge Contact list:

The following people can be called if there are questions or problems at the lodge.

Tyee Lodge Chairperson: Chaz Shaw 503-729-7560 TyeeChair@trailsclub.org

Nesika Lodge Chairperson: Linda Conrad 360-907-9952○NesikaChair@trailsclub.org

Lodge Addresses:

Tyee Lodge - 30133 E. West Leg Road, Government Camp, OR 97028

PGE Power Pole #126 METER No. 20 717 969 1-800-544-1795

Nesika Lodge – "Four miles southeast of Multnomah Falls" or a fourth of a mile from the east end of the Multnomah Basin Rd (Nf1520-011). The Corbett Fire Station has a key to the 3 gates, starting at the Palmer Mill Rd/Brower Rd intersection.

TRAILS CLUB of OREGON
Lodge Host Form

Hosts: **Date:** **( ) Tyee** **( ) Nesika**

No.	Name	Status Code	Ride *	Day Only	#nights Female	#nights Male	Meals D,B,L	Lodge Fee	Meal Charge	Total	Paid
	REMIND MEMBERS THAT THE CANCELLATION DEADLINE IS _____										
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								Totals			

**Optional column for tracking members willing to take riders and those needing rides (W or N)*

TRAILS CLUB of OREGON
Lodge Host Form

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No.	Name	Status Code	Ride *	Day Only	#nights Female	#nights Male	Meals D,B,L	Lodge Fee	Meal Charge	Total	Paid
	REMIND MEMBERS THAT THE CANCELLATION DEADLINE IS _____										
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							Totals				

**Optional column for tracking members willing to take riders and those needing rides (W or N)*

Nesika Lodge Operation

These rules and practices are designed to make the lodge safe and pleasant for all persons. Make sure everyone is familiar with the safety procedures and lodge rules. Even if you think "everyone already knows the rules", a quick reminder will make sure everybody remembers.

AT DINNER TIME:

General announcements:

- The "HOST" is responsible for collecting your fees, *identify the host*.
- Everyone is to sign the registration book.
- The task lists location is …… for those who have not signed up yet. *(Remember that dishes used in between meals are to be washed, dried and put away by the user.)*
- The Lodge Rules, membership applications and brochures are located near the registration book.

Schedule announcements:

- Breakfast will be served at ……..
- Times and meeting places for tomorrow's Trips and Events are as follows ……...
- The lodge will close at ……. on the last day.

Safety announcements:

- When leaving the lodge to explore the area, members and guests are to let the host or cook know where they are going and when they expect to return.
- Everyone sleeping in the dorms must use a bunk. If it is necessary to sleep in other areas do not block the exits.
- In case of fire everyone meet on the main trail next to the women's dorm for a head count and to determine the safest route away from the area. If firefighting is appropriate people will work in pairs.

AT BEDTIME (closing up for the night)

- □ Turn off the generator.
- □ Make sure the fire place screen is in position.
- □ Close lodge doors.

NESIKA TASKS

Enter your name on at least one line, more if the group is small so that all of the tasks get completed. Be responsible for your task.

DINNER

COOKS HELPERS (help prepare, serve & put away food)	DISH WASHERS (follow directions above sinks)	DISH DRIERS (dry & put away dishes)
1.	1.	1.
2.	2.	2.

TABLE SETTERS & SERVERS (set up tables, serve beverages & deserts)	DISH SCRAPERS AND STACKERS (clear & clean tables, pre-soak flatware)	POT WASHERS (use smaller sink/wipe off stove & counters)
1.	1.	1.
2.	2.	2.

BREAKFAST

COOKS HELPERS (help prepare, serve & put away food)	DISH WASHERS (follow directions above sinks)	DISH DRIERS (dry & put away dishes)
1.	1.	1.
2.	2.	2.

TABLE SETTERS & SERVERS (set up tables, serve beverages)	DISH SCRAPERS AND STACKERS (clear & clean tables, pre-soak flatware)	POT WASHERS (use smaller sink/wipe off stove & counters)
1.	1	1.
2.	2	2.

BUILDING CLEANING, ETC.

MAIN LODGE & PORCH (sweep, mop, dust & pick up)	WOMEN'S DORM & PORCH (sweep, mop, dust & pick up)	MEN'S DORM & PORCH (sweep, mop, dust & pick up)
1.	1.	1.
2.	2.	2.
3.	3.	

FIREPLACE TENDER (remove ashes to metal can, build & tend fire, burn kitchen paper,)	WATER HEATER MAINTAINER (build & tend fire)	KITCHEN FIRE BOX TENDER (restock as needed)
1.	1.	1.
2.	2.	2.

LODGE BATHROOMS (clean, sweep, mop, replenish supplies and empty wastebasket)	WOMEN'S OUT HOUSE (sweep out, clean toilet seats, replenish toilet paper)	MEN'S OUT HOUSE (sweep out, clean urinal & toilet seats, replenish toilet paper)
1.	1.	1.
2.	2.	2.

WASTE MANAGER (empty and double bag garbage and recyclables as needed)	WASTE REMOVER (**haul out** and dispose of garbage & recyclables)	TOWELS (**haul out**, launder and return towels to lodge or next cook)
1.	1.	1.

TRAILS CLUB of OREGON
Lodge Usage Report

Hosts:	Date:	( ) Tyee	( ) Nesika

Lodge Fees (per Night/Day)				
Status	**Code**	**Total number of nights/days paid**	**Fee**	**Amount Collected**
Member *	M		$ 10.00	
Guests	G		$ 15.00	
Jr. Member (12-17)	JM		$ 5.00	
Teen (12-17)	T		$ 10.00	
Children (under 12)	C		$ 5.00	
Family Cap - Member **	MF		$ 30.00	
Family Cap - Guest **	GF		$ 40.00	
Day Use	D		$ 2.00	
Host/Cook/Assistant	HC		$ -	
** FWOC members pay TCO Member rates when a guest of a member* ***Family Cap Rates - use when a family's combined individual lodge fees exceed the cap (Family = 1 or 2 adults (same household) with minors)*			**Total Lodge Fees**	

Food Expenses:		Summary: *(Increase meal charges to cover staples & supplies)*	
Description (attach receipts)	**Amount**	**Total Meal Charges**	
		Total Meal Expenses	-
		Excess or Shortage ***	
		Total Lodge Fee	+
	+	**Food Advance**	+
Food Expense Total:		**Balance Due to Club:**	

Supplies Needed: (soap, paper goods, light bulbs, etc.)

Maintenance & Repairs: (exclude cleaning)

Problems: (Hot Water, Heat, Water, Bugs)

Suggested Improvements: