

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 trustee, 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 overnight 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 waived 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 FWOOC 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 \$5.00 for Breakfast, \$7.00 for Lunch, when included in the meal schedule and \$8.00 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 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 cannot 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 69061, 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 Trustee: Chaz Shaw 503-729-7560 TyeeChair@trailsclub.org

Nesika Lodge Trustee: 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 gates.

**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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24											
25											
Totals											

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

**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

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

Tyee Lodge Summer Opening Procedures

The procedures listed here are a guide to the safe operation of Tyee lodge. It is important that these procedures be followed carefully or the Lodge building may be damaged or injury may occur. Use this form as a check list to make sure the lodge is properly maintained.

TO OPEN

- Go to winter basement door. Your Key will open gate door and wood door.
- Pull light cord on (light just inside basement door)
- Turn on 2 MAIN switches at the top left of each circuit breaker box.
- Verify lights work
- Check to see if the "Close for Summer" sign is on the electrical panel. If sign says "close for Winter" stop here and refer to Winter opening procedures.
- Verify drain valve is closed (top of basement stairs)
- Turn on main water valve (top of basement stairs)
- Turn on furnace if needed
- Turn on Water Heater switch (brown switch knee, high by back door)
- Check and replace, as necessary, any burned out lights. Spare lights are in the locked basement supply cabinet.
- If needed remove cold ashes from fire place. Be sure ashes are cold!

Have fun

Tyee Lodge Summer Opening Procedures

To Close

- Turn off Water Heater (switch by basement door). This should be done after breakfast on the day of departure
- Clean the Lodge. Everyone should help.
- Fill Wood Box next to the fireplace
- Empty water from hot water kettle. Empty and clean coffee makers
- Haul out all wet garbage and recycling. Burn paper waste from kitchen and bathroom. DO NOT leave perishables in the refrigerator.
- Take dirty dish towels home and wash them. It is the host's responsibility to wash the dish towels and get them to the next host.
- Note any shortages in the supplies or staples. Contact the Lodge Chairman with shortage information. Note any Lodge problem on the Lodge Usage Report.
- Close and lock all windows and doors in the dorm and on main floor.
- Turn down Thermostat as low as it goes.
- Turn off main water valve located at the top of the basement stairs. Do Not open the drain valve.
- Turn on light by basement exit
- Turn off the 2 MAIN power switches at the top of each breaker box.
- Turn off light by basement exit.
- Close and lock dead bolt on wood door.
- Close metal security gate. Check to make sure it is locked.
- Close and lock gate on the road on your way out.

Hope you enjoyed your stay.

Tyee Lodge Operation

These rules and practices are designed to make the lodge safe and pleasant for all. 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:

- The doors will be locked for the night around (*usually about 11:00 PM*)
- 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 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 will exit to the mountain side of the lodge (which is to your left if you are facing the fireplace) and meet for a head count. If firefighting is appropriate people must work in pairs.

Winter safety announcements:

- EVERYONE must stay out of the roof avalanche areas. In case of an emergency there are shovels, avalanche probes and instructions in the basement near the winter door.
- There is a continuing problem with car break-ins at the sno-park. Please leave no valuables in your car, especially overnight.

AT BEDTIME (closing up for the night)

- Turn off most of the lights on the main floor. Leave all night lights on.
- Leave on the lights over the stairways and the outside fire assembly area.
- Make sure all doors and exit paths are lighted.
- Leave the four night lights in the dorms on.
- Open the windows in the dorms 1" for ventilation.
- Lock the exterior doors on the main floor and in the basement.
- Close the fireplace screen.

TYEE 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)

1.

2.

DISH WASHERS

(follow directions above sinks)

1.

2.

DISH DRIERS

(dry and put away dishes)

1.

2.

TABLE SETTERS

(set up tables, serve beverages & deserts)

1.

2.

DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

2.

POT WASHER & DRIER

(use smaller sink/wipe off stove & counters)

1.

2.

~~~~~ BREAKFAST ~~~~~

COOKS HELPERS

(help prepare, serve & put away food)

1.

2.

DISH WASHERS

(follow directions above sinks)

1.

2.

DISH DRIERS

(dry and put away dishes)

1.

2.

TABLE SETTERS

(set up tables, serves beverages)

1.

2.

DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

2.

POT WASHER & DRIER

(use smaller sink/wipe off stove & counters)

1.

2.

~~~~~ BUILDING CLEANING, ETC. ~~~~~

WINTER TRAIL MAINTAINER

(build snow steps to hwy, clear exits)

1.

2.

3.

MAIN FLOOR & STAIRS

(sweep, mop, vacuum, dust & pick up)

1.

2.

3.

BASEMENT & STAIRS

(sweep, dust & pick up)

1.

2.

FIREPLACE TENDER

(remove ashes to metal can, build & tend fire, burn kitchen paper,)

1.

2.

WOMEN'S DORM

(vacuum, dust & pick up area)

1.

2.

MEN'S DORM

(vacuum, dust and pick up area)

1.

2.

WASTE MANAGER

(transfer recycling to basement storage cans/compact, remove & seal garbage)

1.

2.

WOMEN'S BATHROOM

(clean, sweep, mop, restock supplies & empty wastebasket)

1.

2.

MEN'S BATHROOM

(clean, sweep, mop, restock supplies & empty wastebasket)

1.

2.

WASTE REMOVER

(haul out and dispose of garbage)

1.

TOWELS

(haul out, launder and return towels to lodge or next cook)

1.

SUMMER ENTRY & PORCHES

(sweep)

1.

Tyee Tasks – Reviewed 052210

Supplies of TP, paper towels and soaps are in a locked cabinet in the basement or above the men's bathroom. Ask Host for key.

**TRAILS CLUB of OREGON
Lodge Usage Report**

Hosts:	Date:	() Tye	() Nesika
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Lodge Fees (per Night/Day)				
Status	Code	Total number of nights/days paid	Fee	Amount Collected
Member *	M		\$ 15.00	
Teen (12-17)	MT		\$ 15.00	
Jr. Member (12-17)	JR		\$ 10.00	
Member Children (under 12)	C		\$ 5.00	
Family Cap - Member **	MF		\$ 40.00	
Guests	G		\$ 25.00	
Guest Child	GC		\$ 10.00	
Family Cap - Guest **	GF		\$ 60.00	
Day Use	D		\$ 3.00	
Host and Cook	HC		\$ -	
<small>* Members of FWOC clubs pay TCO Member rates **Family Cap Rates - use when a family's combined individual lodge fees exceed the cap (Family = parent(s) and their children)</small>				
Total Lodge Fees				\$ -

Food Expenses:		Summary: <i>(Increase meal charges to cover staples & supplies)</i>	
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: (use back if needed)