

# BLACK ROCK FOREST LODGE ORIENTATION

*Use this information to help yourself and your students prepare for an overnight stay in the Forest Lodge.*

## **General Rules and Information**

- The hill behind the Forest Lodge (north side of the building) is off limits. Do not climb up it.
- Use the designated walkways, sidewalks, stairs, trails, and roads when you are around the Lodge and Center for Science and Education. The lawn area can be used for a variety of activities.
- Use the main door to enter the building. Leave wet and muddy shoes in the vestibule lobby area.
- You will be charged for any damage done during your stay.
- A caretaker lives in the apartment in the Science Center building.

## **Bathrooms**

- Our toilets are waterless, composting toilets. That means there is no flushing of water to take the waste to a sewage or septic system. Small organisms compost the waste in collection tanks below the toilets. Do not put anything into the toilets that will kill these organisms or that cannot be composted.
- A large tube guides waste into the collection tanks below. For safety reasons, parents or other adults must be in the bathrooms with small children when the children are using the toilets.
- After using the toilets, be sure the seat is down and the lid is closed. This will help make the toilet area safer and aid the composting system. Put used paper hand towels in the waste bin.

## **Bedrooms**

- Each bedroom is to be kept a quiet and secure place.
- A fitted sheet, a flat sheet, and a pillow case will be provided for each bed. These items along with a towel and a washcloth, can be found in the bedrooms or in the linen closets.
- Each bed has one blanket and one pillow. These can be found in the drawer under the bed. Blankets and pillows are to be kept and used in the bedrooms only. Do not use them outside or in the Commons.
- Do not remove the bed rails from the top bunk. They are required safety devices.
- Leave shoes in the hallway by the door to your room. Bring slippers, socks, or some sort of footwear to wear inside the building. Be sure to tell your students about this in advance.
- Clean up your room when you leave. Put linens in a laundry bag or a plastic bag that is provided. Neatly fold the blanket and return it and the pillow to the drawer under the bed.

## **Commons**

- The Commons is the central room of the Forest Lodge. It is the only place where food is to be eaten. Keep it clean. A broom closet in the Commons has equipment for our guests to use.
- The Commons is also the main area for meetings and presentations. Chairs and tables are available for our guests to use. A projection screen and internet accessibility are available.

## **Kitchen**

- Children are to be supervised while in the kitchen.
- A telephone is located in the kitchen. It is to be used for emergencies. Emergency information is located in a drawer in the kitchen. Use calling cards for personal, outgoing calls. Guests should answer the phone after regular work hours.
- The Operations Manager or other Forest staff can provide guests with training on how to use the gas stove, the dishwasher, and the food warmer properly.
- Use the recycling containers correctly. There are three separate containers for recycling. Put paper and cardboard into one container. Empty glass, plastic, and metal containers are to be put into another container. All food garbage is to be stored in a third container. Never store food outside the building. Do not allow the garbage bags to become too heavy to lift. The basement of the Lodge can be used to store recycling or garbage containers. Plastic bags and liners will be provided.
- The kitchen is well supplied with plenty of dishes, bowls, cups, eating and cooking utensils, pots and pans, coffee makers, etc. Spices, salt and pepper, sugar, and various cooking necessities are available. There is plenty of storage space for our guests to use.
- You are responsible for keeping the kitchen clean, neat and tidy.