

Greetings to Tyee Lodge Hosts: *(Please read this before your lodge weekend)*

On behalf of the Trails Club of Oregon, thanks for volunteering to host at Tyee lodge. Your efforts make it possible for members to enjoy pleasant weekends at our home on Mt. Hood.

This package describes what needs to be done and gives you the information you need to Host the lodge for a weekend. We hope it will make your job easier.

Lodge Capacity

The lodge can sleep 22 men and 22 women in the dorms. We are also allowed to sleep 6 more on the floor downstairs on big weekends (total lodge capacity is 50 people overnight). People should not sleep downstairs if there is room in the dorms (fire regulations). People cannot sleep on the floor in the dorms; it is a hazard in case of an emergency. And please, only one to a bunk!

Lodge Fees

Everyone who stays overnight in (or near) the lodge is required to pay Lodge Fees. The lodge Host(s) is expected to collect the lodge fees for Saturday night (and Friday night if people stayed over). This does not apply to Friday night early opening for a scheduled lodge weekend. Current Lodge Fees are posted in the lodge and listed on the Lodge Host Form.

The only exception is the Host. You are given free lodging for hosting the Lodge. When meals are served two people (typically a Host and a Cook) are given free lodging. If you serve more than 25 people a second cook may also have free lodging (for a total of 3).

Due to the extra cost of winter heating and increased wood use the minimum lodge fee is \$25 per night. Example: if only 2 people show up to use the lodge a minimum of \$25 will need to be paid for the night.

Meal Fees

The fees collected for meals are intended to cover the actual cost of the meals plus a little extra to pay for staple supplies (coffee, tea, etc.). The suggested meal fees are \$7.50 - \$10.00 (\$5.00 for dinner and \$2.50 for breakfast) per person per day per the June 1st, 2005 board minutes. Children under 14 may be charged half price. Cooks should plan to spend between \$7.25 and \$9.75 per person. This allows 25 cents (or so) extra per person to help pay for staples. It is OK to charge more on special occasions but try to make sure it is stated in the Blazer so nobody has a rude surprise. Send any surplus food money in with your lodge fees. If there is nothing left after reimbursing the cook, don't worry about it, but *you **must** collect enough to cover the food costs.*

Taking Reservations and using the Lodge Host Form

This form is a worksheet to help you organize reservations and fee collection. As people call you to register for lodging and meals. Fill it out as much as possible at home. This will minimize confusion when it comes time to collect fees. It also let's you get any questions answered while you are still in town. It works well to keep the form by the phone and fill in people's names as they register. There are instructions included with the form.

Taking Reservations

People will call you to make reservations for the weekend. Reservations usually close Wednesday or Thursday night to give the cook at least a day to shop for food. A **Lodge Host form** is provided to make it easier to keep track of reservations as they are made. **When taking reservations remind people when the cancellation deadline is and what time you expect to have the lodge open.**

Opening and closing the Lodge

Instructions for Opening and Closing the lodge have been included with this package. It is important that you follow them carefully to avoid unsafe conditions, frozen water pipes or burned out water heaters. The

opening and closing procedure has been made as simple as possible but it is still far from trivial. No matter how sure you are of the procedure, always use the checklist. It is easy for anyone to forget a step and things do change a bit from year to year. **If you are at all unsure about opening contact the Tyee Lodge Chairman or the Lodges & Properties Trustee to arrange for someone to come up and help you open and close.**

The lodge should be open from noon on Saturday until 3:00 PM (or agreed upon time) on Sunday. Someone should stay at (or very near) the lodge during the entire time it is open to greet people and answer questions.

Lodge safety and policies

The **Lodge Operation sheet** included in this package is a set of lodge safety reminders and policies. These must be read at dinner each evening. There are almost always a few people that are not familiar with the lodge, and the reminder is good for everyone else.

Tasks

Everyone is expected to pitch in and help out with the dishes, meal serving, or lodge clean-up. The **Tasks Form** is a sign-up sheet so everyone knows what needs to be done. Dinner is a good time to tell your guests about the form and where to find it. Keep in mind that the jobs all need to be done.

Lodge Use Report

This report gives you a place to summarize the use of the lodge, make the final financial calculations, and report any problems you had while at the lodge. The Lodges committee uses this information to track lodge usage and plan future improvements to the lodge.

After the weekend, mail the completed forms along with the lodge fees and any extra food money to the Trails Club of Oregon, PO Box 1243, Portland OR 97207. Do **NOT** send cash in the mail. If possible, we prefer that you send one check for the entire amount. This makes it much simpler if the report gets lost in the mail. Please make sure that all checks that are mailed are made out to the Trails Club of Oregon.

Tyee Handbook

There is a handbook (usually on the kitchen microwave) in the lodge that contains more complete information about the lodge building, emergency procedures, etc. **Many times the answer to a sticky question will be in the handbook (Where is the extra TP stored?).** If there is information missing, please inform the Tyee lodge chairman.

Once again, thank you for hosting the Lodge. We hope your weekend is enjoyable for you as well as everyone else.

Lodge Contact list:

The following people can be called if you have questions or problems at the lodge.

Tyee Lodge Chairman:	Steve Brown	360- 687-6169
Lodges Trustee:	David Conrad	360-253-7531
Vice President:	Randy Dietrich	503-245-5762
President:	Susan Saul	360-892-5643
Trips Trustee:	Diana Forester	503-288-7782

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

Lodge Address:

30133 E. West Leg Road
Government Camp, OR