

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 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 \$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 Tye 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 1243, Portland OR 97207. 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.

Tye Lodge Chairperson: Steve Brown	360- 687-6169 Home 360-607-0702 Cell	ryanbrowns4@spiritone.com
Nesika Lodge Chairperson:	<i>Call Lodges Trustee</i>	
Lodges Trustee: George Milne	503-653-1394 Home 503-572-8512 Cell	milnemas@verizon.net

Lodge Addresses:

Tye 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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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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27											
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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 Winter Operating Procedures

The procedures listed here are a guide for the safe operation of Tyee Lodge. These procedures must be followed carefully or the lodge building may be damaged, or worse, someone may be injured while using the lodge. Please use these instructions every time. Things change a bit from year to year, so check off each step using the boxes to make sure all is done. Further opening and closing instructions are located to the left just in the basement door. If you have any doubts about operating the lodge, contact the lodge chairman to arrange for help.

To Open

- ❑ Pull light cord on ceiling fixture just inside winter entrance door to turn on light.
- ❑ Verify that the water heater switch is OFF (brown switch, knee high, next to door).
- ❑ Turn on 2 MAIN switches at the left of each circuit breaker box. Box to right of door.
- ❑ Verify that the lights and furnace work.
- ❑ Turn thermostat (in the dining room on east wall north of entry way) up to 65 deg.
- ❑ If needed, remove cold ashes from fireplace and put them in the can on the front porch.
- ❑ Remove the snow from all 7 exterior doors and the fire escape stairs so a quick exit can be made in the event of a fire or other emergency. **This is a fire regulation.** This can wait till the water is turned on.
- ❑ Check and replace as necessary all burned out light bulbs inside the building. Spares can be found in the cabinet under the right end of the workbench. Notify the lodge chairman if outside lights are burned out.
- ❑ See that the roof avalanche "DANGER" signs are in place on the north, east and south sides of the lodge. Note that there are **emergency shovels** opposite the electrical circuit breaker boxes, and a litter and splint on the shelves opposite the door to the drying room.
- ❑ **Close** the orange drain faucets at the bottom of each water heater.
- ❑ **Close** 2 orange valves on the wall next to the water heaters.
- ❑ **Close** orange drain valve on outside of shower enclosure.
- ❑ **Close** the shower valve inside the shower by pushing it in and down toward the wall.
- ❑ **DO NOT TOUCH** the valves on any of the fire hoses.
- ❑ **Close** the cold water faucets and sink trap drains (orange valves under the sinks):
 - In MEN's rest room: 2 faucets, 2 orange drain valves.
 - In WOMEN's rest room: 2 faucets, 2 orange drain faucets.
 - In Kitchen: 2 faucets, 2 orange drain faucets
- ❑ Set the clock on the microwave; it will not operate until its clock is set.
- ❑ **Wait until the indoor temperature is above 50 deg.** Go to the basement stairs and **Close** the DRAIN VALVE, then **Open** the WATER VALVE.
- ❑ Allow water to flow from the each hot water faucet until the water runs without air bubbles. The water will usually flow first in the Men's rest room.
- ❑ Return to the basement and turn ON the water heater switch.

You are done. Thank you for following these instructions.

Tyee Lodge Winter Operating Procedures

To Close:

- ❑ Turn off the water heaters. The switch is knee high left of the basement entrance door. This can be done before the breakfast dishes are done if no noon meal is planned. There is LOTS of water in the tanks.
- ❑ Clean the lodge. The task list will tell you what is expected. **Everyone should help.**
- ❑ Fill the wood box next to the fireplace, including the small kindling box.
- ❑ Empty water from tea kettles and coffee makers and warmers.
- ❑ Haul out unburned garbage, recyclables and leftover food. Take garbage out of the trash compactor and install a new liner bag. **Do NOT** leave perishable supplies or leftover food in the refrigerator. Carry out recyclables or take them to storage cans in basement.
- ❑ Take dirty dish towels home, wash them, and get them to the next host or back to Tyee lodge.
- ❑ Note any shortages in supplies or staples. Phone the next host to make sure this information gets to the next host on time. Note any lodge problems on the *Lodge Usage Report* and call the lodge committee chairman to alert him or her.
- ❑ Turn the thermostat (in dining room) all the way down to 50 deg.
- ❑ Close and lock all windows and doors except the winter entrance.
- ❑ Check to make sure the water heater switch is OFF. Then at the valves in the basement stairway, CLOSE the Water Valve and OPEN the Drain Valve.
- ❑ Open the 2 orange drain faucets at the bottom of the water heaters.
- ❑ Open the 2 orange valves on the wall to the left of the water heaters.
- ❑ Make sure the bucket is under the orange valve on the outside of the shower enclosure, then OPEN the valve to drain the shower head.
- ❑ Inside the shower enclosure, pull the shower valve OPEN (UP).
- ❑ Add 1 cup of antifreeze to water in the bucket and pour it down the shower drain.
- ❑ OPEN all faucets and sink trap drains on the main floor:
 - In men's room: 4 faucets, 2 orange trap drains.
 - In women's room: 4 faucets, 2 orange trap drains.
 - In kitchen: 4 faucets, 2 orange trap drains.(Empty trap drip pans into toilets as needed.)
- ❑ Flush all 4 toilets and the urinal, holding down the flush levers until water stops flowing. Using the measuring cups hanging by each toilet (or under the sinks) add 1 measure of ANTIFREEZE to each toilet bowl, each toilet tank, and the urinal bowl.

- ❑ Turn on the light (pull cord) by the winter (basement) exit.
- ❑ Turn OFF the 2 MAIN switches at the top of each breaker box.
- ❑ Turn off the pull cord light as you leave.
- ❑ Close the basement door and lock the bolt from the outside with your key.
- ❑ Close the metal security gate. Pull on it to make sure it locked.
- ***You are done. Thank you for following these instructions.***

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:	<input type="checkbox"/> Tyee <input type="checkbox"/> Nesika
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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		\$ -	
<small>* 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)</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: