

## Trails Club of Oregon Lodge - Host / Cook Instructions

**Thank you for hosting or cooking at one of our lodges. These instructions 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 nonpublished 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.

Unscheduled Openings Fee: There is a minimum charge of \$35 per night for unscheduled openings either Lodge. November 1 through April 30, there is a minimum charge of \$75 per night for unscheduled openings of Tyee Lodge. The minimum does not apply to scheduled and published events, or the unscheduled night before such an event. The standard lodge fees apply to all who stay the unscheduled night before an event. **Events must be published prior to the event, in the Blazer or on the club web site, to qualify as a scheduled opening.**

### **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 \$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 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 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 67095, Portland OR 97268. 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: Aaron Bech      971-227-3771      TyeeChair@trailsclub.org

Nesika Lodge Chairperson: Glenn 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.

## Lodge Host Form Instructions:

The Lodge Host Form is a worksheet provided to help Hosts record lodge reservations and keep track of fees collections at the Lodge. You should start using this form at home when you start taking reservations for your weekend.

Your name goes on the **Hosts:** line and the date of your hosted weekend goes on the **Date:** line. The **Page No.** line is only needed if you need more than one sheet.

As people register for your weekend put each persons name in the **Name** column. Please use a separate line for each person, it makes the "nose count" much easier. If someone just wants to make a reservation for "Me a friend and two children", then save lines for them under their name (Mary Smith, Smith - Friend, Smith- child, etc.). You can fill in the real names at the lodge (use a pencil).

The **Status Code** column indicates if each person is a member, guest, child, etc. The status codes are listed in the box at the lower left of the form with the current lodge fees. You should ask people when they register about each persons status and what meals they plan to eat at the lodge. You will need this information to calculate lodge fees and plan food for meals.

When the reservation deadline has passed (usually Wednesday or Thursday night) you can fill in the rest of the form. **Lodge fees** are calculated using the Status Code of each person and the Lodge fee table in the lower left corner of the form. The **Meal Charge** will be based on the meals to be eaten. The current guideline for meals is \$8.00 for a dinner, \$7.00 for lunch, and \$5.00 a breakfast (\$20.00 total). Children under 12 are half price. Meal fees may be higher if announced in the event description or at registration. Each person's total can then be calculated and entered in the **Total** column. If you have registered for a Lodge event with a meal charge, and do not attend, you are still obligated to pay the applicable fees. If you make these calculations at home before the weekend it will make the collections go much more smoothly after dinner at the lodge.

The Check off column is provided so you can easily record when each person has paid their fees. If possible, collect cash or have people write a check to you (rather than the Trails Club). Just make a mark as each person pays their fees.

After the fees are all collected you can total the columns on each page. The figures at the bottom of each page are entered on the Lodge Usage Report where the final calculations are made.

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## Lodge Usage Report Instructions:

The Lodge Usage Report is an overall report on lodge activities. It collects all the information we need to track lodge usage and cash flow. It also provides a way for hosts to easily get report problems, supply shortages or pass comments along the Lodges committee (who maintain the buildings).

The top box of the form gives you places to record the name of the **Hosts** (you), the **Date** of the event, and the lodge that was used.

The second box is used to record information about lodge usage and fees collected. This information can be taken off the Lodge Host Forms if they were used. Each line reports the total number of paid nights (or days) for each category (member, guest, etc.). The Amount column can be used to calculate the total lodge fees.

The **Expenses** box give you a place to record and add up meal expenses. This is handy if more than one person helped buy the food. You do not have to fill this section in, but you should attach receipts for purchased food in any case.

The lower right box is for the final calculation. **Total Meal Charges** are entered from the column total just above it. **Total Expenses**, from the lower left box or a separate calculation, are subtracted from this to leave **Excess Meal Money**. This money is used to help pay for coffee, tea and other consumables. If you have little or no excess it is no problem.

**Total Lodge Fees** are entered from the column total in the second box. This is added to the Excess Meal Money to get a subtotal. If you received a **Food Advance** this is added to the subtotal to get the **Balance Due Club**. This is the total amount that should be sent in with the report. If possible, write a single check to the club to cover this amount.

The bottom of the form provides space for you to write down any information you would like to get to the Lodges committee.

When you have completed the form return it in the pre-addressed envelop or mail the form to the club at:

**Trails Club of Oregon**

**PO Box 67095**

**Portland, OR 97268**

**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
<b>REMIND MEMBERS THAT THE CANCELLATION DEADLINE IS _____</b>											
1											
2											
3											
4											
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6											
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11											
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19											
20											
21											
22											
23											
24											
25											

**Totals**

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*\*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
<b>REMIND MEMBERS THAT THE CANCELLATION DEADLINE IS _____</b>											
26											
27											
28											
29											
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48											
49											
50											

**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.
- While waiting for the lodge to heat up, install the battery pack into the Defibrillator unit. It fits into the back of the unit. Turn the Defibrillator on (top button). It will beep and not be functional until the lodge is warm.
- 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 faucet at the bottom of the 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
  - In MEN's rest room: 2 faucets
  - In WOMEN's rest room: 2 faucets
  - In Kitchen: 2 faucets
  - Leave the sink trap drains closed
- 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.***

1/23/2018



# 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 Trustee to alert him or her.
- Remove the battery pack from the Defibrillator and place it on top of the case in the wall bracket.  
The battery pack is located on the back of the unit and is released with a tab.
- 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 orange drain faucet at the bottom of the water heater.
- 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).
- Empty the bucket first, shake the container of antifreeze, add 1 cup of antifreeze to the bucket and pour it down the shower drain.
- OPEN all faucets on the main floor:
  - In men's room: 4 faucets
  - In women's room: 4 faucets
  - In kitchen: 4 faucets
- Flush all 4 toilets and the urinal, holding down the flush levers until water stops flowing. With the toilet plunger, force as much water as possible from the toilet bowls. Using the measuring cups hanging by each toilet (or under the sinks), shake the antifreeze, add 2 measure of ANTIFREEZE to each toilet bowl, 1 each toilet tank, down the sink drain into the traps, 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**

<b>Hosts:</b>	<b>Date:</b>	( ) Tye	( ) Nesika
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<b>Lodge Fees (per Night/Day)</b>				
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>				
<b>Total Lodge Fees</b>				\$ -

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

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

**Maintenance & Repairs: (exclude cleaning)**

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

**Suggested Improvements:** (use back if needed)