

# Sasamat Outdoor Centre Information and Policies for Rental Groups

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Welcome! Sasamat Outdoor Centre is a member of the Association of Neighbourhood Houses of BC, a non-profit community based organization established in 1894.

## Terms and Conditions of Use

- Rental groups must agree to the rules and policies outlined in this document.
- Rental group programs and objectives must be consistent with the values and mission of the Association of Neighbourhood Houses of British Columbia.
- All activities and program objectives must respect local, provincial and federal Laws.
- Sasamat Outdoor Centre reserves the right, at the discretion of the Executive Director, to ask rental groups to leave the premises, or terminate their rental agreement without refund, if the group is found to be in violation of the rental group policies.

## Pets

- Pets are not permitted at Sasamat Outdoor Centre. Outside of the camp gates, Metro Vancouver and local bylaw regulations apply.

## Alcohol

- For special events, consumption of alcohol at Sasamat Outdoor Centre is only permitted with authorization from the office. Groups will be responsible for bringing their own alcohol and must submit a copy of their liquor permit to the camp prior to the event. In addition, groups must hire a site attendant from Sasamat for a minimum of 4 hours to watch over the camp while alcohol is being consumed.
- We reserve the right to terminate any rental agreement, without refund, for unauthorized serving or consumption of alcohol.
- Glass bottles are not permitted outside of the Helm Lodge.

## Media Events

- Guest groups must have written approval from Sasamat Outdoor Centre to conduct any media relations on site.

### Smoking

- Smoking is not permitted in any of the buildings at Sasamat Outdoor Centre.
- If guests are smoking outside, they are not permitted to do so within 3 meters of any doors, windows or air intakes as per BC provincial law.
- If guests are smoking, it must be done in the designated smoking areas outside and disposed of in appropriate containers.

### Arrival and Departure

- Please let the office know ahead of time what your accurate arrival and departure times are.
- Groups may arrive as early as 4:30 PM on Friday and must depart no later than 4:30 PM on Sunday.
- If you are arriving after 4:30 PM on Friday, the keys can be arranged to be left out for you.
- Please confirm departure times with the kitchen staff on Sunday.
- If time and space permits, guests should be instructed to pack up their belongings and bring luggage to their vehicle or Main Lodge by noon of their check out day.

### Catering

- Our catering staff will provide all your meals, snacks and coffee service needs. Special dietary needs and allergies can be accommodated with advance notice.
- Groups are not permitted to substitute a Sasamat catered meal for another food service.
- Unless otherwise arranged, meal times will be held at 8:30 AM; 12:30 PM and 5:30 PM. Should you wish to arrange a different mealtime, please contact the office in advance.
- Coffee, Tea and fresh fruit are available throughout the day. An evening snack will be prepared and left out for you to serve at your convenience.
- Guests are responsible for setting up and taking down dining hall tables and chairs for their use.
- Guests must ensure the dining room tables are set up and clear at least 30 minutes prior to each mealtime. This is to allow time to set the tables. This time may be shortened if your group members are willing to set the tables.

### Parking

- Parking is only permitted in the specified parking lot, which can hold approximately 20 vehicles. Groups that will have more than 20 cars are encouraged to carpool so as to not run into parking space shortages.
- Parking is not permitted in the fire lane, which is marked by signage in the parking lot.
- The access road into the camp and the service road to the waterfront must remain clear at all times for emergency vehicles. A 4-meter (13 ft.) wide access is required for emergency vehicles.

- For groups arriving by chartered or school bus, please refer to the Driver Instructions on how to enter, park and turn large vehicles around in the parking lot.

### Set-Up and Clean-Up

- Groups are responsible for setting up and taking down any furniture and/or decorations.
- During your visit our staff will clean the washrooms and dining room daily.
- Guests are responsible for keeping the accommodation and program rooms tidy during the booking.
- Mattresses are not permitted to be moved from building to building. Mattresses must stay in the cabins where they are found.
- Prior to departure, guests are responsible for:
  - Returning furniture to their original locations
  - Stacking the dining room chairs on the dollies (15 High)
  - Removing all decorations and picking up litter from the site

### Programs

- All program spaces, equipment and activity areas are only to be used under the supervision and direction of Sasamat Outdoor Centre staff, as arranged per the booking agreement.
- Access to program spaces or equipment outside of scheduled activity times is not permitted.
- Rental groups wanting to book activities, or make changes to already booked activities, must do so at least 30 days prior to their arrival date.

### Camp Fires

- Fires are only permitted in the fireplace and designated fire pits. Fire pits are not to be moved at any time unless groups have permission from the office
- Chopping wood on the building porches or the brick fireplace hearth is prohibited. Please chop wood on the log rounds beneath the wood shelter in the parking lot. Axes or hatchets will not be provided.
- Firewood is not guaranteed, bringing firewood and fire starting supplies is recommended if you wish to have a campfire.
- Signs will be posted at the Main Lodge and fire pits if there is a fire ban in effect.

### Candles and Incense

- Candles used for ceremonial or ambience purposes must be in an appropriate holder or lanterns. Open flames, including candles and incense, are not permitted anywhere on site.

### Noise

- Please be courteous of the neighbours and general public near Sasamat grounds. In accordance with local bylaws, excessive noise must be limited after 10:00pm.

### Waterfront

- Compliance with all waterfront rules is mandatory while Lifeguards are on duty.
- Groups that want to swim while Lifeguards are not on duty must sign a *Swim at Your Own Risk Waiver Form* and supply a copy to the office before arrival.
- Groups that have not signed the *Swim at Your Own Risk Waiver* must swim off of Sasamat grounds (White Pine Beach is a 20 minute walk)
- Sasamat Outdoor Centre reserves the right to refuse groups the right to swim until a Lifeguard has been booked or the *Swim At Your Own Risk Waiver Form* has been signed.

### Emergencies

- In the event of any type of emergency, The Main Fire Pit is the muster point. Guests are asked to gather there in the event of any emergency to ensure all members are accounted for and to receive instructions from emergency officials or Sasamat staff.
- The Main Lodge is equipped with a traditional fire alarm system. In the event of a fire in this building, pull one of the fire alarms, evacuate the building, and phone 9-1-1.
- In the event of any other type of emergency, Sasamat Outdoor Centre staff will sound an air horn 5 times consecutively.
- If an emergency happens when there is not any staff on the property, 1 person representing the group should phone the pager (604-209-5194) for immediate assistance.

### Food

- Groups are welcome to bring additional snacks/food for their rental.
- Sasamat Outdoor Centre is a nut-free environment. Any outside food brought in by the group must not contain any amount of nuts, to protect all our guests with severe allergies.
- All foods must be stored in the fridge and on the shelving in the Main Lodge. No food may be stored in the cabins or any other building.

### Water

- Sasamat Outdoor Centre is on a water treatment system. The water is tested daily to ensure it is safe to drink. In the event that the water is not safe to drink, signs will be placed on the taps and a backup supply of fresh drinking water will be put into the water coolers in the Main Lodge.

### Bathrooms

- Sasamat Outdoor Centre is on a septic system. Guests should be instructed not to flush anything other than toilet paper down the toilet (i.e. no feminine products, paper towel, food, etc.). Do not pour bleach or other harsh chemicals down any of the drains.

### Wildlife

- Sasamat Outdoor Centre is located in the forested area of Belcarra Regional Park, which is the natural habitat for a variety of wildlife, including squirrels, rabbits, deer, otters, birds, bears and more.
- Guests are encouraged to enjoy the beauty and scenery of the natural world and wildlife, but must observe the following wildlife policies:
  - Always stay a safe distance away from wildlife
  - NEVER feed wildlife
  - Always put garbage, recycling and compost in the appropriate bins
  - Should you spot a bear inside the property, notify a Sasamat Outdoor Centre staff immediately

### Site Access, Staff and Participants

- Sasamat Outdoor Centre will not rent to multiple groups at the same time. The rental group has exclusive access to the property during their rental period.
- Sasamat Outdoor Centre may have staff come and go during the rental period to prepare for programs or other duties.
- Occasionally, Sasamat Outdoor Centre may have participants of a youth program or class on site during the rental period. Sasamat Outdoor Centre reserves the right to invite participants of these programs on to the property at any time. Such programs and invited participants will not interfere with the rental group space or experience.