

Sasamat Outdoor Centre Information and Policies for Rental Groups

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

Wi-Fi network name: Sasamat
Password: 6049392268

Terms and Conditions of Use

- By signing the rental agreement, rental groups 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.
- The rental group agrees to accept responsibility for payment for repair of any breakage or damages to the facilities, property or equipment resulting from the group's use of Sasamat Outdoor Centre.

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. If guests arrive earlier than 4:30pm, they may be asked to leave the property and return later. This is to allow our custodial staff enough time to prepare the facility for use.
- Cabins must have all luggage moved out by 11:00am on Sunday to allow time for custodial cleaning.
- All members of the rental group, including organizers, must depart the property no later than 4:00pm on Sunday. A late checkout fee of \$100.00 per hour will be applied to the invoice if guests are still on site after 4:00pm.

Pets

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

Insurance

- Rental groups must submit a copy of their organization's general liability insurance with "Sasamat Outdoor Centre" and "The Association of Neighbourhood Houses of BC" listed as additional insured parties. The policy must contain a minimum of \$2 million in liability coverage.
- Groups that do not have general liability insurance (weddings, family gatherings etc.) must obtain special event liability insurance from an authorized broker, with "Sasamat Outdoor Centre" and "The Association of Neighbourhood Houses of BC" listed as additional insured parties. The policy must contain a minimum of \$2 million in liability coverage.

Alcohol & Drugs

- 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 office prior to the event.
- For weddings, Sasamat Outdoor Centre requires you to hire a site attendant for the duration of the time that alcohol is being consumed, at a rate of \$25.00 per hour.
- Sasamat Outdoor Centre reserves 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.
- Consumption or possession of illegal drugs and substances is strictly prohibited. Sasamat Outdoor Centre reserves the right to remove guests and/or terminate any rental immediately, without refund, upon the discovery of illegal substances being used.

Media Events

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

Smoking

- Smoking is not permitted inside any of the buildings at Sasamat Outdoor Centre. A \$250.00 fee per building will be charged to the group if evidence of smoking inside is found.
- 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.
- Guests must use the designated smoking areas outside and dispose butts in appropriate containers.

First Aid

- Sasamat staff are able to provide first aid during scheduled activity times. Sasamat staff are trained in basic first aid; if an incident beyond their scope of training occurs emergency services will be contacted.
- During times when Sasamat program staff are not onsite, the group is responsible for providing their own first aid. Sasamat first aid equipment and supplies will not be available to groups when program staff are not onsite to administer the first aid; groups must come equipped with their own first aid equipment and supplies.
- Groups will have access to the AED at all times.

Catering

- Our catering staff will provide all your meals, snacks and coffee service. 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.

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 and move inside.

Parking

- Parking is only permitted in the specified parking lot, which can hold 20 vehicles. Groups that will have more than 20 cars are encouraged to carpool or arrive by bus so as to not run into parking space shortages.
- Overflow parking for an additional 4 vehicles can be found on the south side of the gravel access road, near the yellow entrance gate off Senkler Road.
- Parking on the access road, other than in the designated overflow parking area, is prohibited.
- New parking regulations in the Village of Belcarra significantly restrict street parking on Bedwell Bay Road. Guests are reminded to observe all parking signs on Bedwell Bay Road to avoid being ticketed or towed.
- For groups with more than 20 vehicles, Sasamat will ask your group to hire or coordinate a volunteer parking attendant.
- Parking is not permitted in the fire lane, which is marked by signage in the parking lot.
- 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.
- 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 & Activities

- 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. If needed, chop wood on the log rounds beneath the wood shelter in the parking lot. Axes or hatchets will not be provided.
- Firewood is not supplied to weekend rental groups. Please bring your own firewood if you plan to have a fire. The wood rounds located under the shelter in the parking lot are reserved for children's programs.
- Signs will be posted at the Main Lodge and fire pits if there is a fire ban in effect. Fires are prohibited once there is a fire ban in place.

Candles and Incense

- Open flames, including candles and incense, are not permitted anywhere on site. Candles used for ceremonial or religious purposes will be permitted with written authorization from the office and must be in an appropriate holder or lantern.

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.
- Guests are not permitted to swim or boat unless there is a Lifeguard on duty. Groups wishing to swim without a lifeguard must do so off of Sasamat Outdoor Centre property.

Janitorial Service

- Janitorial service will be provided to the washrooms and Main Lodge daily.
- The Main Lodge must close for 1 hour each day between lunch and dinner to allow for janitorial service. Please coordinate with the office ahead of your rental with the times that will work with your group's schedule.
- If your group requires access to the Main Lodge at all times during the day, janitorial service to the building may be limited or forfeited.
- Sasamat Outdoor Centre expects guests of rental groups to enjoy the facility and grounds with a reasonable amount of cleanliness. Groups that require extra or excessive janitorial attention may be charged an additional cleaning fee.
- Littering and dumping on the grounds is strictly prohibited. Groups found to be littering, including cigarette butts, will be charged a \$200.00 littering fee.

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. Should the Main Fire Pit be inaccessible or unsafe, the secondary muster point is the parking lot.
- 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.
- There is an AED in the hallway of the Main Lodge which can be used in the event of a cardiac emergency.

Food

- Groups are welcome to bring additional snacks for their rental. All meals will be provided by Sasamat's catering staff.
- 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.
- Please be Bear Aware. All food must be stored in the fridge and on the shelving in the Main Lodge, and all garbage or food waste must be disposed of in the appropriate bin. For the safety of all guests, 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.

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.
- During July, August and September, Sasamat Outdoor Centre may require your group to keep the yellow access gate closed and locked. This is to prevent and deter members of the public from trying to park and access the lake from Sasamat Outdoor Centre. If this applies to your group, Sasamat Outdoor Centre will notify you before your arrival date with instructions on how to operate the gate.