

What's Available?

The Guggenheim Center is home to two different retreat facilities.

- The **Lodge** is one of the smallest vintage Adirondack Great Camps and has four bedrooms which can accommodate up to 16 persons overnight and affords additional room for sleeping bags. **Lodge use is limited to Adults.**
- The **Dormitory** area can accommodate 70-80 people overnight, and is in close proximity to a Dining Hall and Multi-purpose Building called the "IN."

Occasionally groups also reserve space in the **Boathouse** which is close to the Lodge or in the **Infirmery** which is adjacent to the Dorm building. Each of these buildings can house 2-3 people, however they are not available for use during the Summer Camp season.

Associated Costs....

Minimum daily charges are listed below:

- Dormitory = \$240
- Lodge = \$95
- Boathouse = \$24

A \$12 donation per individual or no less than the minimum charge, per day will be expected. These charges are based on each twenty-four hour period from 12 noon to 12 noon or any part thereof. Religious communities will be asked to make the same donation to offset the expense of maintaining the Center. There will be a one-time fee of \$15 for cleaning supplies, toilet paper, etc.

Special arrangements will be made with groups wishing to use facilities at the Center for periods of time up to 4 hours in duration. The following rates apply in these instances:

- 1-20 people = \$60
- 21-40 people = \$120
- 41 or more people = \$180

There will be a one-time fee of \$5—\$10 for cleaning supplies, toilet paper, etc.

Once a reservation is made and accepted by the Diocese, the group will be responsible for the minimum charge (s) per day for any cancellation.

All payments are made to the Diocese, NOT to the Facilities Director. Extraordinary and personal expenses will be paid by those using the Center as these expenses are incurred, damage assessments, and fees for the removal of garbage from the Center's garbage bins will be billed to group leaders.

What procedures should be followed to Request to Use the Guggenheim Facility?

Requests for facility use are considered using the following priority sequencing:

1. Various departments of the Diocese
2. Religious communities and parishes, for renewals and meetings, giving priority to groups represented in the Diocese.
3. Religious communities for recreation, with groups in the Diocese having priority.
4. Other religious groups and community non-profit groups.
5. Other limited incidental use after the above are scheduled.

Please complete a REQUEST TO USE form on our website for each separate occasion that you wish to use facilities at the Center. No dates can be reserved without written application on the form provided.

Reservations should be applied for by March 1st, and will only be accepted for dates between June 1 through Columbus Day weekend. Reservations will be confirmed in writing.

Please note that there frequently are lengthy traffic jams on the Guggenheim road Sunday afternoons during the summer from 1-4 pm due to Summer Camp registration. Thank you for planning arrival and departure of your groups to avoid road use during this time frame.

Insurance for Diocesan and Parish groups of the Diocese are covered by the Diocesan Liability Insurance. Groups not affiliated with the Diocese MUST supply the Chancery with a CERTIFICATE OF INSURANCE for liability, naming the Roman Catholic Diocese of Ogdensburg as "additionally insured." This should be mailed to the Chancery Office before the reservation is confirmed. Personal insurance, especially in the instances of health and illness, is the responsibility of the group.

Prior to making reservations please review this entire brochure which details the rules and responsibilities associated with use of Guggenheim facilities! As the group leader (s) you are responsible for seeing that these policies are followed carefully.

Questions regarding reservations for Guggenheim Center facility use should be directed to: Sister Jennifer Votraw, SSJ at (315)393-2920.



What are our responsibilities when we're at Guggenheim?

Guggenheim has a long tradition of shared use! It is thanks to a spirit of dedication and mutual cooperation that we are able to make this facility available. Please be very attentive to the following expectations!

1. On-site Registration with the Facilities Director

The leader (s) of each group MUST register with the Facilities Director on arrival. In addition, each group leader who is responsible for a group visiting the Lodge, must sign the Guest Register there.

2. Supervision and Group Discipline

Group leaders are responsible for insuring that all members of their party follow the Guggenheim guidelines outlined here. In any group there must be at least **one adult advisor for each eight youth** under the age of 18. Diocesan Guidelines for the Pastoral Care of Minors should be carefully adhered to. Discipline is the responsibility of the group leader and the team of adult advisors as directed.

3. Maintenance

Groups using the Center are expected to keep the Center clean, keep the kitchen neat and dishes washed. All laundry belonging to the Center must be washed and returned to its proper location before departure. Kitchen procedures will be posted and must be followed. All groups are expected to leave the Center in readiness for the next group. **No housekeeping services are available at the Guggenheim Center.**

The Facilities Director, Mr. Bennett, will be responsible for the maintenance of the Center. If needs arise notify him. **DO NOT** call a local service. Likewise, the Facilities Director must approve any changes or improvements to the Center. The head of each group will assume responsibility for damage done in using the buildings, grounds and equipment.

4. Following Guggenheim Policies

Group leaders are responsible for insuring that all members of their party understand and follow the guidelines listed on the back of this flier.

Who should we contact for help when we're on site?

Mr. Ralph Bennett is the Facilities Director at the Guggenheim Center for Religious Programs. When he is not at the Center he can be reached at 518-327-3545.

What should we bring?

Personal packing lists for participants should include personal toiletries, bedding and towels. Naturally food and any materials needed for the program that is being hosted are also the group's responsibility.

Important Information Regarding Waterfront Use

During the Camp Guggenheim Summer Camp, Youth Ministry and Family Camp programs, *the beach and other common areas may be used by others only with the permission of the camp director*. While they will be eager to extend hospitality, these requests can only be honored when it does not interfere with scheduled activities.

All waterfront activities must be supervised by Lifeguards with current American Red Cross waterfront certification. There is to be no swimming after dark. No jumping or diving off the raft is allowed due to the shallow swimming area. The raft is only large enough to safely accommodate a maximum of 6 bathers.

The Office of Youth Ministry provides Guggenheim Center four canoes, eight paddles, and eight adult life preservers for guest use at the direction of the facility director. Guests wishing to use the canoes must follow the liability policies established by the Diocese, as well as the Center's policy on canoe usage.

Canoe Usage Policy

1. Only guests directly associated with the Diocese of Ogdensburg may use canoes. (Employees, staff, religious). Kayaks, paddleboats, rowboats and the powerboat are NOT available for guest use.
2. Guests wishing to use the canoes must contact the facility director at least one week prior to usage and indicate the number of canoes they wish to use. Please return equipment to area designated by facility director.
3. Guests are responsible for the care and handling of the canoes and must report any damages or problems immediately to the facility director. Any damages or loss will be charged to the guest.
4. Guests must check in with the facility director prior to use and sign the **Guggenheim Center Boat Policy Form** affirming they have the ability to swim at least 50 yards without tiring and that they have no underlying health condition that would hinder them in the event of a capsizing incident.
5. US Coast Guard Approved Life Jackets must be worn at all times by all canoeists. Canoes may not be used at night, or when the water temperature is below 55 degrees Fahrenheit.

Guggenheim phone numbers and address

Lodge phone 518-891-0809
Dorm/Dining Hall phone 518-891-3323

The address is:
Guggenheim Center for Religious Programs
Forest Home Road
P.O. Box 664
Saranac Lake, NY 12983

Guggenheim Policies that must be followed by all groups!

Smoking is prohibited inside the buildings at all times. Alcoholic beverages are not allowed on the Guggenheim grounds without the written permission of the Diocese. Permission will be granted for special events only.

Camp Guggenheim is a safe haven. No weapons are allowed at camp. Fireworks are also not allowed.

No off road vehicles such as ATV's, etc. are allowed on the premises.

Long distance calls should be made using a calling card or by reversing charges. NO long distance calls should be charged to the Center's phones. Note the posted instructions for use of the Dorm phone system.

Building exits must never be blocked. Dorm bedrooms should house no more than 4 teens and/or adults. Occupants should sleep in designated bunk beds, and are not allowed to sleep on the floor, in hallways or lounges.

Thanks for helping us to be resourceful by turning off lights when they're not in use. When heat is needed, please take care to remove items close to the heating elements including garbage cans.

Please keep doors closed, especially in areas where food is stored.

Waste and garbage must be placed in the bins next to the kitchen. The garbage bins must be kept closed and locked. Thanks for not "overloading" garbage bags, risking their breakage during transport. Place recyclable materials in proper containers. Those using the Center will pay costs associated with garbage removal and waste disposal.



The Guggenheim Center for Religious Programs

ROMAN CATHOLIC DIOCESE OF OGDENSBURG

"Our Home on the Water!"

Reservation Guidelines and Policies regarding Facility Use