

Wisconsin DeMolay Foundation Butler DeMolay Center Reservation Information

I. Reservation Procedure

1. The Butler DeMolay Center's use is strictly limited to Wisconsin's Masonic Youth organizations or Masonic groups approved through additional procedures.
2. All reservations must be made in writing and signed by two (2) adult advisors from the group. Upon receipt of the information requested in this packet by Dad Carl Wussow, keys for the facility and other materials will be sent to the first adult advisor listed on the reservation form. Dad Robert Lijewski may also be contacted regarding facility use. He will work with Dad Wussow to process reservation requests.
3. At least two (2) certified adult advisors from the organization must accompany the youth group and remain with them at the Butler DeMolay Center and assume full personal responsibility for the conduct, safety and care of the people in attendance as well as the security and proper use of the entire Butler DeMolay Center.
4. Any group of over 15 participants must have an additional adult advisor for every ten (10) or partial group of ten (10) over the first 15 participants.
5. Any group that uses the facility is responsible to pay for any damages to the Butler DeMolay Center.
6. The facility's caretaker, Dad Carl Wussow or a member of the Wisconsin DeMolay Staff will, in most instances, make one or more visits to the Butler DeMolay Center while it is being used to ascertain if proper supervision and use of the facility is being maintained. In extreme situations, immediate vacation of the facility will be demanded if determined appropriate by the above mentioned adults.
7. Complete all requested information. Submit a refundable deposit check, made out to the **Wisconsin DeMolay Foundation**, for \$200. A second check, to cover the per person and per day use of the facility, should also be submitted. Return the Reservation Request Form and the Roster of Participants to Dad Carl Wussow, 1940 Morey Rd., Eagle River, WI 54521.
8. Reservations for November through April should be directed through Dad Robert Lijewski.

II. Reservation Request Form

Group requesting use _____

Adult Supervisor _____

Address _____

Telephone (h) _____ (w) _____

Adult Supervisor _____

Address _____

Telephone (h) _____ (w) _____

Adult Supervisor _____

Address _____

Telephone (h) _____ (w) _____

Adult Supervisor _____

Address _____

Telephone (h) _____ (w) _____

Dates Requested: _____

Alternate Dates (if any) _____

Approved Dates for use _____ Signed _____

The submission of this page acknowledges that the above individuals have read the entire contents of the Butler DeMolay Center Reservation packet and further causes them to be responsible, as outlined in the packet, for the care, proper use and outlined charges included in the information.

III. Roster of Participants

Note: List adult supervisors and youth members. Include a check, made out to the Wisconsin DeMolay Foundation, for \$200 (refundable deposit) plus a separate check of \$4 per night for each participant using the facility. If your total group is less than ten (10) individuals, there is a minimum reservation fee of \$40 per night for dates reserved even if “camping out,” plus the refundable deposit.

Name	Address	Telephone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____

23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____

IV. Regulations and General Guidelines

Safety Awareness and Common Sense Must Guide All Activities

1. Alcohol, drugs, firearms, fireworks or controlled substances are not allowed on the Butler DeMolay Center's property. Any violation of this regulation will lead to the immediate discharge of the entire group from the facility and the loss of the \$200 security deposit.
2. There is no smoking allowed inside the main building, on its deck, in boats, on the pier or in the garage. Legal adults, who chose to smoke, shall not leave cigarette butts or other related trash on the grounds at any time. Since the facility is in a forest area, it is highly recommended that no individuals use smoking materials at any time. DeMolay advisors are requested not to smoke in the presence of members of the Order of DeMolay.
3. Your group will be responsible for bringing its own bedding: sheets, blankets, and pillow cases. Sleeping bags are recommended in place of the bedding except for pillow cases. Beds, mattresses and pillows for each of the facilities 30 beds is provided. All beds are to remain in the exact rooms and locations as found when your group enters the facility.
4. DO NOT build outside fires of any kind as they are strictly forbidden, except after 7:30 p.m. in the "fire-pit" across from the main building. No fires are allowed, at any time, on the beach or in any other area. If dry or windy conditions exist, no outside fires may be started at any time. Fire-pit fires must be put out with excessive amounts of water before the last person leaves the fire-pit area.
5. In case of any emergency, the Butler DeMolay Center is within the McNaughton/Rhineland 9-1-1 emergency telephone response system. Realize that there is an extensive delay in service because of the distance that emergency vehicles and personnel must travel to the Butler DeMolay Center.
6. In cases of need, notify the following: Butler DeMolay Center's caretakers:
Mr. Brian Dana - 715 - 277-3610
Dad Carl Wussow - 715 - 477-1020
7. No unregistered guests are allowed on the grounds at any time.
8. Once the last person from your group is on the grounds, the security gates must be closed and locked to prevent unauthorized persons from accessing the area. This is a safety procedure that must be observed.
9. The Butler DeMolay Center's telephone is for EMERGENCY USE ONLY. All long-distance calls should be charged to a credit card or collect call. Any calls that are unauthorized will be billed to the using organization. This will include the cost of the call plus a service fee of \$10. The telephone number for incoming calls is: 715 - 277-2752
10. All vehicles must be kept in the designated parking area and roadway behind the main building. No vehicles may be driven on the service path to the waterfront or on any other trails between the main gate and the main building. No "off-road" activities are allowed at any time.
11. All perishable food items are to be removed from the lodge when your organization departs.
12. Fire-place wood, stored in the gazebo, may be used ONLY for fires inside the main buildings fire places. Fire-pit wood is to be taken from fallen trees and branches collected in the forest area around the property. Too much time and effort goes into cutting and splitting wood for its use in bonfires.
13. Fire-place refuse must be cleaned out and placed in the metal container located outside the entry door to the main building. Any related refuse on the tile area in front of the fire-places must also be cleaned. **Any damage from fires to the carpeting will result in replacement costs.**

14. Canoes and boats must be used safely. No crashing into others is acceptable and tipping them over on purpose is not permitted.
15. Life jackets must be worn by all individuals who are on the water. This includes the pontoon boat, canoes, fishing boats and paddle boats.
16. Life jackets are not to be used for swimming nor are they allowed to become wet except under emergency use and during emergency situations.
14. No pets are permitted at any time. Insurance and health issues require this regulation.
15. All garbage must be placed in separate containers: glass, aluminum and plastic, and garbage. All garbage is to be placed in containers located in the garage.
16. No wet or muddy shoes are to be worn inside the building. Ceramic entry areas provide a location to remove soiled or wet shoes or clothing to prevent damage to other areas of the facility.
16. Daily clean-up details are necessary. Final cleaning, at the end of your stay, is outlined for your use. If the facility is not left in satisfactory condition, your organization will be assessed for the cost of related cleaning. Such charges will be deducted from the security deposit, or billed to your organization if they exceed the \$200 refundable fee.
17. No material, machines, tools or property may be removed from the Butler DeMolay Center. All items used during a visit must be returned to their original and proper storage locations. All equipment shall be used properly.
18. Water balloons are not permitted on the grounds, lake shore or any other part of the entire Butler DeMolay Center's property. They cause environmental damage and create permanent litter.
19. Outboard motors are not allowed except for the electric trolling motor that may only be used by an adult supervisor. Safety and preservation of the water quality is vital.
21. Bedding, pillows, chairs and other items intended to remain in the lodge must not be taken outdoors for any reason.
22. Bass and Northern Pike are to be returned to the lake as soon as they are caught. This insures great fishing for all campers. Pan-fish may be kept for consumption. Please do not litter when cleaning fish. Fish scraps attract bears, skunks and other animals that can become a severe problem in the immediate area.
23. If damages occur, the repair costs will be deducted from the \$200 security deposit, or will be billed to your organization if they exceed the \$200 refundable fee.

V. Items Supplied by the Requesting Group

1. All blankets, sheets, pillowcases
2. All food items
3. Toilet paper
4. Dish towels
5. Trash bags, plastic bags for food storage
6. Paper products: napkins, paper plates, and paper towels - **regular dishes are supplied**
7. Plastic eating utensils - **regular utensils are supplied**
8. Personal towels for showers and beach use. Supply enough paper towels for hand washing.
9. Personal items for individual use: bath soap, tooth paste, hand towels, etc.

VI. Suggested Items Supplied by the Requesting Group

1. Flashlights
2. Extra bedding
3. Rain gear
4. Warm clothing for weather changes
5. Insect repellent
6. General first aid supplies
7. Charcoal and lighter fluid for use in provided grills. (They are not to be used on the deck or porch areas)
8. Game and game equipment. Note: a basketball court is available and a large grass field will provide additional play areas.

VIII. Maintenance Checklist and Cleaning Guideline

Kitchen

sink ___
Oven ___
Pizza oven ___
Refrigerator ___
All food removed ___
Cabinets ___
Counter areas ___
Dishes ___
Utensils ___
Garbage to garage ___
Floor ___

Bedroom #1 (main floor)

Beds ___
Pillows ___
Carpet ___
Trash removed ___

Bedroom #2 (upper)

Beds ___
Pillows ___
Carpet ___
Trash removed ___

Bedroom #3 (lower)

Beds ___
Pillows ___
Carpet ___
Trash removed ___

Fireplaces

Ashes to metal bucket ___
Trash removed ___
Tile cleaned ___

Bathroom #1 (entry area)

Toilet ___
Sink ___
Tub ___
Floor ___
Mirror ___

Bathroom #2 (main bedroom)

Toilet ___
Sink ___
Tub ___
Floor ___
Mirror ___

Halls

Tile washed ___
Trash out ___

Lights - Main Building

All off ___

Doors

Closed and locked ___

Windows

Closed and locked ___

Dining and Living Area

Floor ___
Counter-tops ___
Tables ___
Chairs ___
Carpet ___

Lake

Boats secured ___
Oars, life-vests, etc. in utility storage ___
Litter removed ___

Lights: Garage

Out ___

Heat

Summer = off ___
Fall, Spring and WINTER = lowest setting in each room ___

Gate

Locked ___

Keys

Returned ___ (\$20 charge for lost keys)

Comments:

VII. Arrival Checklist

Please use this form upon arrival at the Butler DeMolay Center. Please note any damages or items in disrepair that might have occurred prior or during your stay so that proper repairs can be made or appropriate charges can be issued to groups that use the facility. Please return this form when you return keys. Thank you, in advance, for your cooperation in completing this information.

Condition of Items: Please note if you found them that way or if an accident happened during your stay.

Tables _____

Chairs _____

Kitchen supplies and equipment _____

Beds, bedding, pillows and mattresses _____

Television and VCR _____

General housekeeping _____

Bathrooms _____

Light fixtures _____

Boats, Canoes and other equipment _____

Fireplaces _____

Carpeting and floors _____

Other areas or items _____
