

## Food safety standards and guidelines for guest use of the kitchenettes

1. Food prepared and/or stored in group use kitchenettes (Maple Lodge, NC Columbia Room, Cedar Hall, and dining room public refrigerator) is the sole responsibility of the guest group. This includes all aspects of food service including simple refrigeration.
2. The guest group leader, or their designated food service person, should notify MARC staff if any of the kitchenette equipment fails to function properly.
3. MARC is not responsible for, or liable for illness or accident caused by food service by the guest group.
4. Keep cold foods cold. Check the refrigerator temperature regularly and make sure it reads 40° or below. If it does not, please report the malfunction to the host.
5. Keep frozen foods frozen at 0° or less where possible. Our home style refrigerator/freezers will not reach that low a temperature.
6. Keep hot foods hot. These foods should stay at 140° or more. Use a probe thermometer to check internal temperatures.
7. Be sure thermometers are available and use them properly.
8. Never partially cook food one day and complete cooking the next.
9. Prepare sandwiches and salads with a minimum amount of handling. Wear gloves during prep.
10. Promptly refrigerate or freeze leftovers. Divide large quantities into smaller containers or use shallow pans, and cover loosely for quick cooling. Once cooled, tightly cover and date leftovers.
11. Reheat leftovers to a minimum of 165° before serving.
12. Thaw frozen food in the refrigerator, not on the counter.
13. Do not let perishable foods remain at room temperature (between 40° and 140°) for any longer than necessary.
14. Wash dishes and utensils in hot, soapy water, and allow to air dry. Return to storage ASAP.
15. Empty garbage cans daily. Cans should be kept covered and clean. Always use plastic liners. MARC will provide them.
16. When in doubt of its purity, throw the food away.
17. Keep a fire extinguisher and first-aid kit handy and instruct all personnel in their use.



**M**t. Aetna Camp and Retreat Center is a facility dedicated to supporting Christian ministries by providing them a place to regroup, reconnect and relax in the splendor of God's woodlands.

**We** have heated cabins and guest rooms to accommodate up to 200, a cafeteria that seats 175, meeting rooms for groups large and small, a seasonal swimming pool, hiking trails, basketball and a fabulous nature center.

**We** offer summer camp programs for children and youth, and outdoor school sessions in the spring and fall for 5<sup>th</sup> through 8<sup>th</sup> grade. We also offer challenge course/team building programs for ages ten and up.

**The** center is located just an hour northwest of Washington DC, an hour west of Baltimore, and only 3 miles off Interstate 70 at Exit 35.

**If** your ministry, church, club or association could use such a semi-rural facility, then give us a call at 301-824-6045.



SEVENTH-DAY ADVENTIST CHURCH  
[www.adventist.org](http://www.adventist.org)

**Mt. Aetna Camp and Retreat Center**  
*Owned and operated by Chesapeake Conference of Seventh-day Adventists*  
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Version 4.0 - Jan. 5, 2012

# Policies and Guidelines

*Policies for guests and rental groups*



## Reservation and Payment

1. A 10% deposit of the negotiated agreement amount must be paid to hold a date more than 3 weeks (21 days) in advance.
2. An additional 20% deposit, for a total of 30% of the negotiated agreement amount must be received 3 weeks (21 days) before the event begins.
3. A 30% deposit of the negotiated agreement amount must be paid to hold a date closer than 3 weeks (21 days) in advance.
4. Deposits are nonrefundable, closer than 3 months to the event.
5. Each deposit or payment should be paid by cash or by one check, made out to Mt. Aetna Camp and Retreat Center (MARC).
6. A fee of \$50 will be added to any group that bounces a check.
7. Final payment must be made at the end of the event.
8. Failure to pay a remaining balance will forfeit any future use of MARC.
9. The group is responsible for 90% of the food services agreed to five days before event or the actual number of meals served, whichever is higher.
10. Lodging and meeting rooms will be settled based on actual usage.
11. Groups are responsible for coverage of any damages caused by their group or its members to property, facilities, or equipment of MARC. This includes gum stuck to furniture or floors. MARC reserves the right to find damages up to 5 days after a group leaves.

## General Policies

1. Consider your neighbor.
2. Ask permission.
3. The MARC Host on duty has final say in all issues regarding guest usage, fees, safety, etc.
4. Pets are prohibited in all buildings. Pets must be kept in vehicles if staying overnight. Pets must be on leash at all times.
5. No smoking in any building or on any porch. If you must smoke, please move away from the buildings.
6. No alcoholic beverages on campus.
7. No hunting on campus.
8. No illegal substances including, but not limited to drugs, fireworks, or weapons or activities on campus.
9. No tampering with smoke detectors or alarm systems.
10. No use of profanity or vulgarity. No pranking.

11. Stay out of closed or locked areas. Stay off roofs, and out from under buildings. Stay out of, off, and out from under MARC vehicles unless you have permission of the Host on duty.
12. Stay out of facilities for which you have not made arrangements with the staff to use.
13. Stay off the ropes courses and climbing tower unless you are under MARC staff supervision.
14. Leave campus plant life alone, unless given permission by the Host on duty to cut, pick, dig or remove.
15. Put your trash in the trash cans.
16. Return furniture to its original location in the room, unless otherwise directed by the Host on duty.
17. Leave furniture and equipment in the room in which you find it.
18. Indoor quiet time is from 11:00 PM until 6:00 AM.
19. Meetings must end by 11:00 PM, unless specifically authorized by the Host on duty, or ahead of time by the MARC director or reservationist.
20. Outdoor quiet time is from 10:00 PM until 7:00 AM.
21. MARC property and materials may only be distributed and/or used with permission of the appropriate MARC staff.
22. Refrain from taping, tacking, or pinning things to walls and wood or metal doors. Removing the tape often damages the surface.
23. State fire code permits indoor cooking only in the kitchens. If you must cook at a cabin, it must be done on the porch. All food should be stored in airtight containers and kept inside a building or vehicle.
24. Fires are only permitted in designated fire circles or in fire places and require prior reservation. Guests are prohibited from using the fire circle without a MARC employee present.
25. No food or drinks are allowed in the *Cumberland Room* or in the *Chesapeake Room*.
26. Drive only on roads, park only in designated spots. Keep vehicles off the grass.

## User Group Responsibilities

1. Guest groups are responsible for providing their own first aid, emergency care, and emergency transportation. Youth or children's groups are strongly encouraged to have a nurse, EMT or physician attend with their group. The nearest fire department is right next door to MARC. The nearest ambulance is about 3 miles away, and the nearest hospital is 5 miles away. Cards are

provided to the group leader containing directions to the hospital and other emergency information.

2. Guest groups are responsible for supervision of all their members at all times including, but not limited to: on the challenge course\*, canoeing, using the lake front or swimming pool\*, and at any other specialized recreational activity.

Behavior is expected to be in accordance with the rules and regulations listed in this brochure, and includes any verbal instruction given by MARC staff during orientation or at a specialized recreational activity.

\*Use of the challenge course and swimming pool is only available with MARC staff supervision as well as guest group supervision.

3. Each guest group is required to give the Host on duty a minimum of 5 minutes speaking time at the first general meeting during their visit for the purpose of explaining safety and security issues to the group.
4. Guest groups are advised to gather the following data on each participant / attendee before the event:
  - Name and address
  - Emergency contact names and numbers
  - A listing of known allergies and health conditions requiring treatment, restriction, or other accommodation while at MARC.
  - For minors without a parent on site, signed permission to seek treatment or a signed religious waiver.
5. We request that at least five days before the event, the guest group leader submit to MARC food service staff a written list of participants names and their food allergies if there are any such persons in their group.
6. Guest groups using canoes are advised to provide a supervising adult who is:
  - Currently certified in CPR & First Aid
  - Currently certified as a Lifeguard
  - Certified to instruct canoeing

MARC canoeing regulations:

- All canoers must wear life jackets.
- No more than 3 persons in a canoe.
- No ramming or purposeful swamping.
- Users are to return the canoes, paddles and life jackets to the canoe shed.