



## Outdoor Wisconsin Leadership School

### Lodging & Facility Information



**Welcome!** We are glad that you are here.

#### Contact Information at Holiday Home Camp

**Office** – The office is located in Founders Hall.

- The office is generally staffed from 8:30am-5pm.
- **The office phone number is 262-245-5161.**
- For assistance **after office hours** please call the on-call staff member at \_\_\_\_\_ (please only use this number when assistance cannot wait until normal business hours).
- OWLS Associate Director: Justine 262-358-1438

**Meeting rooms, cabins, fire sites:** Specific lodging cabins, meeting rooms and campfire sites have been reserved for your group (listed on your Program Schedule). If you find that you need additional rooms, etc., please check with your OWLS Coordinator prior to moving into new areas.

- **Linens** – prior to breakfast on the last day of your stay, please strip the sheets, pillowcases and blankets from beds and place them in 4 piles (fitted sheets, flat sheets, pillow cases, blankets) in the front room of each cabin in preparation for laundering.
- Please do not rearrange the beds/furniture in the cabins. Tables and chairs may be arranged in meeting areas to meet the needs of your group.
- **Food/drinks in cabins** – Food and beverages are not allowed in the lodging cabins.

**Quiet hours** are from **10pm–8am** during the week and **11pm-8am on Fri., Sat. nights**. During these times we ask guests to remain in their housing or meeting rooms engaged in quiet activities (not at fire sites). Please be respectful of the quiet hours policy when walking between meeting rooms and cabins.

**Dining Hall** - Meal times are noted on your Program Schedule. Please assist us in making meal times run smoothly by emphasizing the following guidelines,

- Meals are served family or buffet style – help us avoid food waste by taking reasonable portions initially and then returning for seconds.
- Each person should clear their dishes and return them to the bus table.
- At the end of each meal, each table should elect someone to get supplies from the kitchen for wiping down their table.

**Basketball Court** - If using the basketball court after dark, you can turn the lights on by accessing the switch on the light pole – the lock combination is 3-6-1. The lights take a minute to warm up before coming on. Please turn the lights off and lock the switch when done.

**Smoking and alcohol policy – Alcohol is not allowed** on the Holiday Home property. Smoking is only allowed in **outdoor designated areas** (campfire areas, areas with “ash trays”).

**Lake access** - Swimming is only allowed at the waterfront when a Holiday Home lifeguard is on duty. If you are interested in using the waterfront, please check with your OWLS Coordinator.

**Care of Holiday Home** – As outlined in the Memorandum of Agreement, fees will be added to your bill for property damages, cleaning (beyond what is normal and typical) or evidence of indoor smoking.

**Medical incidents** – Please inform the OWLS staff of any injuries so care can be provided and the incident can be documented. OWLS participants are covered by our medical insurance during their stay but injuries and illnesses must be documented and an insurance referral form must be obtained from an OWLS staff person.

#### MEDICAL EMERGENCY GUIDELINES

- **IF LIFE-THREATENING**
  - ⇒ Call **911** (direct EMS to Holiday Home Camp at 361 North Lakeshore Dr., Williams Bay, 53191)
  - ⇒ Attend to the patient
  - ⇒ Call the office - leave message if no answer/call the on-call number if after office hours
- **IF NON LIFE-THREATENING**
  - ⇒ Call the office/on-call # and tend to the patient (Directions to local medical care centers can be found in the packet provided by your OWLS Coordinator)

#### OTHER EMERGENCY GUIDELINES

- **IF FIRE ALARM SOUNDS**
  - 1<sup>st</sup> ⇒ evacuate the building
  - 2<sup>nd</sup> ⇒ call **911**
  - 3<sup>rd</sup> ⇒ move group to Lower Field
  - 4<sup>th</sup> ⇒ call the office/on-call number
- **SEVERE WEATHER SIREN**
  - Seek shelter in the bathrooms of Founders Hall.



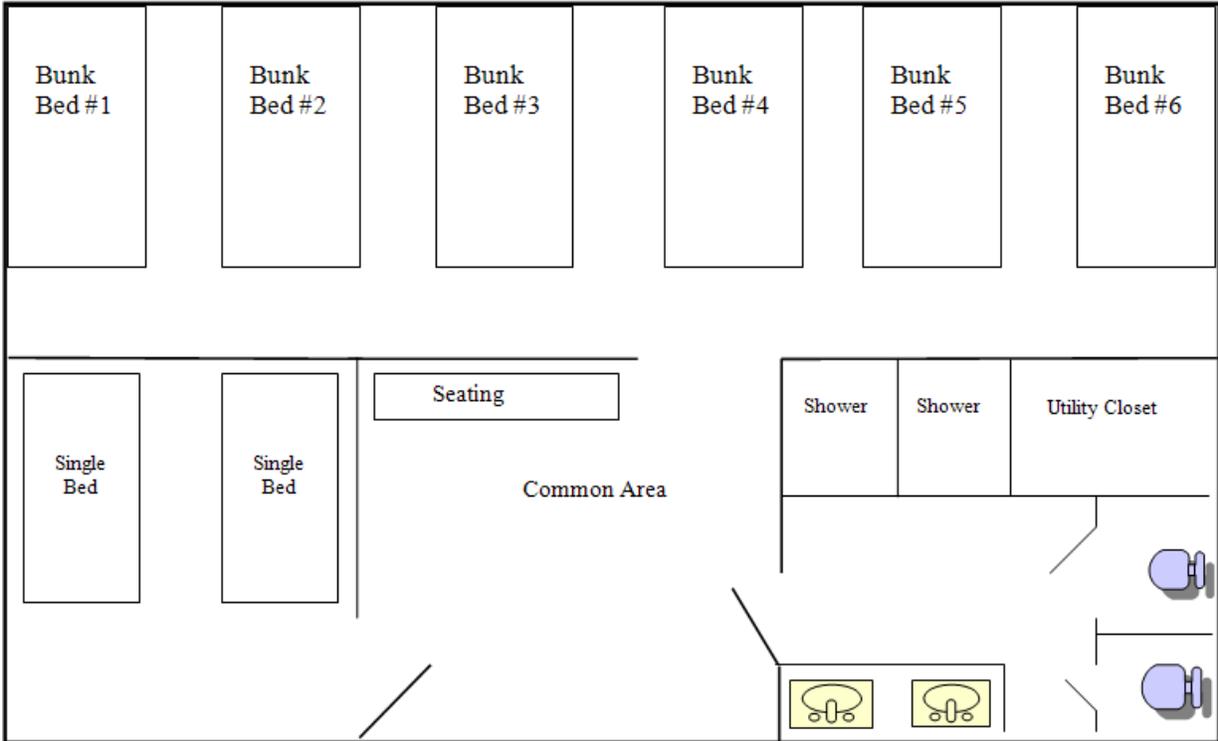
# Outdoor Wisconsin Leadership School



## Cabin Layout

**Total capacity per cabin – 14 (6 bunk beds & 2 single beds)**

Holiday Home Camp has two clusters of 5 cabins for a total of 10 cabins. Each cabin sleeps 14 people, 12 in bunk beds and 2 in single beds (in a separate room from the bunk beds). Each cabin has a bathroom with showers. Each cluster of cabins has a campfire site.



Bunk 1 \_\_\_\_\_  
 \_\_\_\_\_

Bunk 2 \_\_\_\_\_  
 \_\_\_\_\_

Bunk 3 \_\_\_\_\_  
 \_\_\_\_\_

Bunk 4 \_\_\_\_\_  
 \_\_\_\_\_

Bunk 5 \_\_\_\_\_  
 \_\_\_\_\_

Bunk 6 \_\_\_\_\_  
 \_\_\_\_\_

Single \_\_\_\_\_

Single \_\_\_\_\_

- Upper Cabin Cluster Names     Vaughan     Otzen     Wilks     Adreani     Gage-Colman  
 Lower Cabin Cluster Names     Abra     Keefe     Brunk     Schwemm     Atkinson

**Please Note: The cabins that have been reserved for your group are listed on the Memorandum of Agreement.**