

Camp Wing Event Policies

Check-In

Check-in is typically at 5pm, on the first day of rental. A primary contact should arrange to meet with the Camp Director upon arrival, to welcome the group, review policies, and communicate any other important information.

Check-Out

Check-out is by 12noon on the final day of rental. Before departing Camp Wing we politely ask that the group leader checks that all cabins and spaces used are reset, including:

- Personal items removed from cabins, bathrooms and other spaces used.
- Decorations, flowers, signs, tape, etc. removed from Reception Hall, Ceremony Site, Cabins and other spaces used. .
- Trash, including disposable plates, cups, and open drinks containers, are disposed of in available trash cans. Trash cans and recycling can be removed to dumpsters provided behind Reception Hall and Stockade. Boxes should be broken down for recycling. Trash bags should be tied and placed into and not alongside dumpsters.
- Doors and windows are closed, with lights and fans off.
- Report any missing or damaged items to the Camp Director.

If you bring large items, or excessive food/supplies that require disposal, please be prepared to take them with you or arrange with the Camp Director if you would like to leave them to donate to the Camp or Camp Staff.

Fire Safety

Camp Wing is a wooded site with the majority of structures also made of wood. As such the risk of fire is always present. Safety precautions must be followed when there is any risk of fire, including, but not limited to, cooking, campfires, candles, and anything else involving heating or flames. Candles, and all other flames, must be supervised at all times while lit, and extinguished at the end of the event.

Open flames in either indoor or outdoor setting must be in a location approved by the Camp Director such as a fire pit or fire ring.

Restricted Areas and Boundaries

For your safety, do not enter program areas or facilities such as challenge courses, climbing wall, docks, pools, etc. that are not under the direct supervision of Crossroads staff. Do not enter kitchens without the permission of the Camp Director. Stay on trails and outside of fenced areas and off walls and other structures. Do not force open locked door, open gates, or move rocks or other landscaping features. The waterfront is off limits to event rentals.

Housekeeping

Doors, screens, and windows should remain closed when not in use, to keep out unwelcome bugs, rain, and the cold. Turn off lights and fans when leaving a room or building. Do not adjust thermostats in any buildings without permission of the Camp Director – this helps us to conserve our resources and the environment.

Supervision of Children

The supervision of guests under the age of 18 is the responsibility of their adult family members and guardians. Crossroads staff members are not responsible for the supervision of guests at any time during an event rental unless stated in the Rental Agreement and agreed upon by the Camp Director. Guests under the legal age of 21 are not permitted to drink alcohol.

If providing activities or supervision for children during an event, the group contact is responsible to ensure a minimum of two adults with every group of children, with ratios of one adult for every eight people under the age of 18.

Cabin Safety

Be careful getting in and out of the top bunks. A supervising adult should always be present whilst guests under the age of 18 are in cabins.

Pets & Animals

Pets and animals are not permitted on camp without prior permission of the Camp Director. Certified service animals, such as guide-dogs, are welcome.

Lost & Found

Crossroads is not responsible for items lost, stolen or damaged while guests stay at camp. Unclaimed items are kept for 30 days and then may be donated to local charities.

Gratuities

Gratuities are appreciated but not required. Please leave tips with the Camp Director or mail to the office.

Vehicles & Parking

Crossroads staff take pride in conserving our natural environment. Vehicles on site must remain on allocated roads, and be limited to vendor access, deliveries, and for guests with mobility requirements. All other vehicles should be parked in an assigned parking lot.

Camp Wing (725 Keene St, Duxbury)

Parking is available in the Teepee Parking Lot, across the street from the Reception Hall. The entrance can be found at 725 Keene Street.

Duxbury Stockade (47 Myrtle St, Duxbury)

Guests staying overnight at the Stockade should be directed to park here. Parking is available in front of the Stockade and along the left side of the service road. Access to gates, the path to the back of the Stockade, and dumpsters must not be blocked. The entrance is at 47 Myrtle Street, and is marked “Gate F”.

Cottages, Pavilion, and Overflow Parking (650 Keene St, Duxbury)

Guests staying overnight at the Cottages and guests for events at the Ziskind Pavilion should be directed to park here. This lot can also be used for additional parking if the Teepee Lot fills to capacity. Vehicles must follow the one-way system. The entrance is at 650 Keene Street, and is marked “Gate B”.

Reception Hall and Barn Area (742 Keene St, Duxbury)

Vendor access and deliveries to the Bernard Alexander Hall, can be accessed here. A limited number of guests with mobility requirements can also use this access point. Access to gates, the road, and dumpsters must not be blocked. Vehicles must never cross the dam, or drive over the septic tank in front of the hall. The entrance is at 742 Keene Street, and is marked “Gate C”.

Union House (933 Union St, Duxbury)

Guests staying at the Union House should be directed to park here. The driveway capacity is 8 cars. The entrance is at 944 Street, and is marked “Gate G”.

Mailing address (119 Myrtle St, Duxbury)

Crossroads HQ is located here, guests will not require this address. All mail should be sent to: 119 Myrtle, Duxbury, MA. 02332.

Leave No Trace Philosophy

Leave No Trace is a set of ethics promoting conservation in the outdoors. It consists of seven key principles that we encourage all of our visitors to follow:

1. Plan ahead and prepare,
2. Travel and camp on durable surfaces,
3. Dispose of waste properly,
4. Leave what you find,
5. Minimize campfire impacts,
6. Respect wildlife,
7. Be considerate of other visitors.

Food Service

Camp Wing does not provide food service.

The industrial kitchen at Bernard Alexander Hall is only available for use by professional caterers for the reception meal only. Vendors using the kitchen must receive an introduction to all equipment and food service areas from the Camp Wing Food Service Supervisor before use. This will include directions regarding correct use of

- Fridge, freezer and dry Storage
- Ovens and stoves
- Other kitchen equipment

Other meals on site should be prepared offsite and delivered to the Stockade. All food service will be supervised by assigned Crossroads staff, to ensure food service preparation, sanitation, hygiene, personnel supervision, and recordkeeping procedures are understood and followed.

Food preparation and storage areas should be kept clean for health purposes and to protect from rodents and insects. Screens, windows and doors should remain closed. Stored food should be kept off the floor or in properly sealed containers.

Time that potentially hazardous foods remain in the food temperature danger zone of 40°F to 140°F should be minimized.

Food service staff are required to use only clean and sanitized utensils and equipment during food preparation, and clean and sanitize food contact surfaces after each use.

Crossroads requires that dishes and food service utensils be washed, sanitized, air dried and be protected from dust and contamination between and after each use.

Food, beverages and all perishables should be removed from site by the departure time on the Rental Agreement, unless agreed upon by the Director.

Sanitation procedures posted in kitchens including proper use of disposable gloves, aprons, and hats, and hand washing must be followed.

Food and beverages should not be consumed in the food service area.

Crossroads is not liable for any illness or injury arising from meals served by outside vendors.

Terms & Conditions

To complete a reservation with Crossroads Connects, the following items must be provided within 2 weeks of the listed agreement date:

- Signed Rental Agreement
- Nonrefundable down payment of 25%
- Certificate of General Liability Insurance and Liquor Liability Insurance, for duration of rental naming Crossroads as additional insured

The down payment is considered part of the total fees due.

If your event is cancelled by Crossroads due to circumstances including, but not limited to: pandemic, national or local disaster, fire, flood, storm, property damage, government mandated closure or other unforeseen events, Crossroads will refund all money collected, and void future payments.

If renters cancel a reservation for any reason, all payments collected remain nonrefundable.

The payment schedule must be followed.

Crossroads reserves the right to cancel reservations if payment deadlines listed are not met.

Caterers, Bar services, Event Planners, etc. shall maintain Commercial General Liability Insurance including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such Insurance shall name Crossroads as additional insured, and a certificate of insurance with an endorsement must be provided 30 days prior to the event.

Program areas (including waterfront) must not be used without the supervision of a qualified Crossroads Connects staff member, or without prior arrangement with the Crossroads Connects Director.

Crossroads assumes no responsibility for accident, injury or emergency transportation. All incidents and emergencies must be reported to the Crossroads Connects Director as soon as possible and documented (incident report available in information pack).

Crossroads assumes no responsibility for personal property (lost, stolen or damaged).

The group leader, named in the Rental Agreement, is responsible for supervising the group and its behavior. Groups are responsible for the loss, defacing, breakage etc. of camp buildings and property.

First Aid kits are located throughout the site.

All medications that are brought with the group must be kept securely and accessible only to self-medicating adults, or to the parents/guardians of minors or to their designated medical personnel.

All food services will be supervised by Crossroads Connects staff. Supervised use will begin with an

orientation to the kitchen and our food service policies and procedures, a written copy is available in the welcome guide.

Smoking is not permitted on camp, unless previously arranged with the Crossroads Connects Director. When permitted, smoking should only occur in a predetermined smoking area.

Unless previously arranged with the Crossroads Connects Director alcohol is not permitted on camp. When permitted alcohol should be stored and served from predetermined locations.

At no time are illegal drugs, weapons, fireworks, or other harmful or controlled substances permitted on site.

Pets are not permitted on site. Certified service animals are allowed.

Personal sports/adventure equipment including golf carts, jet-ski, motor boats, kayaks, etc. are not permitted on site unless previously arranged by the Crossroads Connects Director.

Explanation of all camp procedures and rules are available in writing to the group prior to arrival. These include transportation policies, traffic control procedures, parking locations, safety procedures, emergency procedures, missing person procedures, maintenance procedures, boundaries, behavioral expectations, and potential hazards.

If the provision of medical personnel is included in the rental agreement, all participants must provide a signed and completed health/release form that should be gathered and handed to the Crossroads Connects Director upon arrival.

All participants in programs facilitated by Crossroads Connects staff must provide a signed release form (or a health/release form) before attending. Release forms must be handed to the Crossroads Connects Director upon arrival, together with a list of names of all participants.

The group leader should compile a complete list of names, addresses and emergency contact details of all participants before arrival. If a Crossroads Health/Release Form is not being used, the group leader should also ascertain all known allergies or health conditions requiring treatment, restrictions, or other accommodations required while on site before arrival.

Groups must provide a group leader or adult that has a valid first aid/CPR certification from a nationally recognized provider (unless previously arranged with the Director). First-aid and emergency care is the responsibility of the group leader.

The minimum leadership requirement for youth groups (under 18) is two adults, with a minimum ratio of one adult for every eight students recommended.

Crossroads reserves the right to schedule more than one group at a time.

Emergency Procedures

The Camp Wing bell, located outside the Bernard Alexander Hall, will be used as an alarm to notify both guest's onsite and camp staff of an emergency or impending emergency or dangerous situation. When the bell rings continuously all guests and staff are to report to the flagpole, area near the bell.

In the case of an emergency or incident 911 should be called first, when appropriate. The Camp Director should then be contacted as soon as possible, using the contact information provided at check in.

In any and all situations, which attract media attention, only the official spokesperson for the agency should make statements. No one else should respond or make on or off record comments or statements to the media.

Severe Weather Procedures

In the event of severe weather, the following procedures will be followed:

The Camp Director will notify guests and staff.

The Camp Director will monitor media broadcasts for the latest weather forecasts.

In the case of severe weather, guests should report to the Stockade or the Reception Hall with staff members. During this time stay away from plumbing and tall objects. Limit restroom use. The pond and pools will be evacuated immediately.

In the case of a larger storm, hurricane or tornado, guests and staff will be evacuated to basements in the following locations:

- Reception Hall
- Infirmary
- Farm House
- Ziskind Office
- Staff House, at 47 Myrtle St.
- Union House

Fire Emergency

All Crossroads buildings are equipped with smoke detectors, which are checked regularly by the maintenance staff and the local fire department. Staff and guests should take notice of where the nearest fire extinguishers are located.

In the event of a fire, the following Fire Procedures should be followed:

1. Evacuate the area or building and nearby buildings.
2. Ensure everyone is at a safe distance.
3. Call 911, if the situation requires.
4. Locate and use fire extinguisher based on level of training
5. Contact Camp Director
6. Staff station at closest entrance points to help direct fire departments and other essential emergency personnel to the scene.
7. Camp Director or Crossroads Leadership Staff may sound alarm, implementing the Emergency Notification Procedures

Nuclear Power Plant Emergency

The Pilgrim Nuclear Power Station, in Plymouth MA, (17 miles from Camp Wing) has now been shut down, with decommissioning beginning in Summer 2019. In the occurrence of an emergency at the site, the major responsibilities of Camp Wing staff involve the precautionary transfer, evacuation, or sheltering of participants and staff.

During an emergency at the Pilgrim Nuclear Power Station the following Nuclear Power Plant Emergency Procedures should be followed:

1. The Town of Duxbury will notify Crossroads Leadership Staff when to initiate any emergency protocols.
2. Report number of buses and special vehicles needed for Representatives in Duxbury Emergency Operations Center (EOC: 781-934-7141).
3. Site Evacuation Procedures should be followed

Besides evacuation, orders may be given, by the EOC to 'Shelter-in-Place.' Generally, this is as it implies; go inside, shut windows, go to the center point in the building, and stay indoors until the risk is over. Staff can monitor media reports, including tuning radios Emergency Alert System stations (WPLM - 99.1 FM & 1390 AM, WATD - 95.9 FM, and WBMX - 98.5 FM). When possible sources of outside air should be shut off. Further information, including signing up for Duxbury's Emergency Notification System is available from the [Duxbury Emergency Management Agency \(DEMA\) website](#). In an emergency call 911, more information may be available from:

Office of Emergency Management: 781-934-7159

Emergency Operations Center: 781-934-7141

Site Evacuation

During emergencies that are determined to require the evacuation of an entire Crossroads site the following Site Evacuation Procedures should be followed:

1. The alarm will be sounded, implementing the Emergency Notification Procedures.
2. Bus service will be called, requesting the appropriate number of buses.
4. Ensure that all participants and staff are accounted for.
5. Only if time permits, a small bag with necessary overnight needs may be packed. Other items may be left in cabins, or at another secure location.
6. Evacuate to a location designated by the regional emergency planning officials.
7. If no place is designated, evacuation may be to another Crossroads site.
8. participants picked up by authorized adults must be signed out according to typical sign-out procedures.
9. If time permits, leadership staff should secure buildings before departure.
10. If time permits, leadership staff should post signs indicating site evacuation status at all entrances.

Stranger on Camp Procedures

While this is not an emergency, private events are provided exclusive use of the site, and uninvited guests are prohibited. If you notice a person, or people who you did not invite to your event please notify the Camp Director, who will politely ask them to leave.

Dangerous Visitors

Crossroads staff are not trained to respond to the suppression of dangerous or violent visitors. If a person is identified on a Crossroads site who is acting dangerously, violently, or with apparent intent to cause harm the following procedures should be followed:

1. Distance all people from the visitor to reduce danger.
2. When possible, Crossroads staff will direct guests to areas of safety.
3. Upon recognition of a dangerous or potentially violent situation, 911 should be called

4. Attempt to inform leadership, other staff, and guests of the danger.
5. Various strategies may be employed at their discretion of individuals including:
 - a. Doors, and entry points, to a building may be locked or blocked to prevent entry.
 - b. Staff and guests may flee the area.
 - c. Staff and guests may hide to avoid violent people.
 - d. When confronted by a dangerous person, staff and guests may decide to fight back to protect themselves and others.
6. When appropriate and safe Crossroads leadership staff will initiate the Emergency Notification Procedure.
7. First aid may be administered as required following stabilization of the situation, or upon securing a safe location.
8. Upon their arrival, all instructions from law enforcement should be followed
9. Staff and guests should provide law enforcement with any information asked of them
10. After the situation has stabilized, Crossroads leadership staff will assess the possibility of returning to the normal operation of the event.