



A NATURAL PLACE FOR FUN, LEARNING, AND GROWTH.

CAMP BOOKING INFORMATION PACKAGE

COLUMBIA OUTDOOR SCHOOL & BLUE LAKE CAMP

OPEN YEAR ROUND

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www.ColumbiaOutdoorSchool.com

Welcome!

Thank you for booking Blue Lake! We hope your stay will be comfortable and meet all of your expectations. This package includes all of the information needed to finalize your booking and answer any questions you may have about your stay at Blue Lake. If you do have any questions, please do not hesitate to contact our office.

Group Leader

One member of your group should be designated as Group Leader to coordinate your Blue Lake trip. This minimizes the possibility of miscommunication. The group leader is responsible for leading communications and trip planning with Blue Lake, as well as organizing the members of the group. Follow the *Group Leader Checklist* carefully to make your job as simple and organized as possible. When you arrive at camp, the Group Leader will meet with the Camp Manager to review the booking arrangements.

Blue Lake is a user maintained facility. Please remember that clean-up and dishes are the responsibility of your group. Cleaning supplies are provided. Please see the **Facilities and Equipment** list for a list of what is provided.

The Group Leader is responsible for:

- Group organization and communication
- Waiver distribution and collection (only required if you have hired our staff for programming)
- Health Form distribution and collection (only required if you have hired our staff for programming)
- Meal planning (meals provided by Blue Lake or by group)
- Program planning
- Daily cleaning, dishwashing, and clean up prior to departure (unless otherwise arranged)
- First Aid & Lifeguard planning if required (provided by Blue Lake or by the group)

Blue Lake Staff Roles

At Blue Lake Centre, you can select the services that best suit your group's needs and budget. From facilities only to full service—we are flexible and can tailor services and programs to suit your group's needs. Our expert staff can provide your group with education, recreation, leadership, and teambuilding programs or simply assist with safety services and group organization! Please see your *Estimate* for a summary of your selected services.

Every Rental Receives...

1. Administration Staff

Our staff have the knowledge and experience to assist you in planning the logistics of your trip. We can provide consultation on programming options and answer any safety or logistical questions you may have. Please contact our office if you have any questions about your trip or if you would like to organize staff to provide an informational presentation.

2. Camp Manager

The Camp Manager will check you in/out and is available to answer questions during your stay.

Booking Camp Staff...

Our expert staff can provide your group with education, recreation, leadership, and teambuilding programs or simply assist with group facilitation, cleaning, and safety services. We can also connect you with the right expert for specialized seminars. Programs are very flexible and open to adjustments. Generally, groups can book staff in the following 3 areas.

1. Program Instruction and Leadership:

We offer a full roster of high quality, curriculum-driven, outdoor and environmental education experiences for all ages. Our staff have the ability to customize programs based on what is required for the group. Teambuilding and leadership programs are also available.

The Camp Staff person is there to lead or supervise activities/programs etc.. and **not** available to assist in other duties that are expected to be managed by the group (i.e. chop wood, start fires in cabins, run errands etc).

2. Emergency Safety Services:

First Aid Attendant (Level 3)

Responsibilities of the First Aid Attendant include:

- Provide emergency first aid as required to injured persons
- Be available 24hrs for first aid emergencies
- Activate EMS if necessary
- Provide emergency transportation
- Make first aid decisions/recommendations based on their training
- **Please Note: It is the group's responsibility to administer any medications to members of the group, and supervise members who are ill.**

3. Lifeguarding:

National Lifeguard Service Certified

- Establishing rules and guidelines for the waterfront.
- Provide waterfront supervision within swimming area during free time (generally before lunch and dinner) or specified by the Group Leader.
- Please discuss swimming times available with the Lifeguard upon your arrival at the Centre.
- The Lifeguard is not responsible for canoe supervision.

When You Book A Meal Plan You Also Receive....

1. Cooking Staff

If your group has booked a meal plan then meal preparation (excluding dishwashing) will be looked after by Blue Lake Cooking Staff. Responsibilities of the Cooking Staff include:

- Developing a menu plan
- Preparing meals & snacks based on your set itinerary
- Kitchen cleanup
- Accommodate most special dietary needs when given advanced notice
- **NOTE:** Final numbers and any known food allergies and special meal requirements must be submitted 2 weeks before arrival for food ordering purposes

Those with extraordinary special dietary requirements may be required to supplement part of their meals. Please discuss with the Office Staff prior to the booking regarding meal supplements that may be needed.

Important Things To Consider When Not Booking Blue Lake Staff

*If you are not utilizing Camp Staff then your group will be responsible for First Aid and Lifeguard Services

If you are not using Blue Lake Resource Staff, please make sure you plan to arrange for your own first aid supplies, emergency transport vehicle, and lifeguard if required. It is recommended that you review regulations set out in the BC Health act and Worker's Compensation Board regarding these issues.

Food Safety

If you are not using Blue Lake's Cooking Staff, you will need to arrange for a cook. It is recommended that the cook have Food Safe (Ministry of Health). Whether it is Blue Lake's cook or not, be informed of any food allergies or dietary concerns well in advance of the groups arrival.

Check In & Check Out

Check In:

The camp manager will greet you when you arrive and will provide a tour, answer any questions you may have, and collect the signed waivers. The camp manager lives on site and is available to answer questions during your stay! The camp manager will provide a cleaning check list and outline cleaning expectations at check in.

Check out :

Blue Lake Centre is a user maintained facility so it is important that each group understands the expectations and clean-up procedures. All cleaning supplies are provided. The Camp Manager will be by prior to your departure to ensure cleaning was adequately performed. A Blue Lake Check out document is to be signed by registered guest to ensure correct billing.

Camp Layout

The following facilities will be available during your visit.

Facilities & Equipment

The following facilities will be available during your visit



- 14 cabins with a total capacity of 137 people. Each cabin varies in size from 6 to 16 beds. Please see cabin placement sheet for details. Note: Spruce, Cotton Wood, Birch, Fir, and Dogwood cabin do not have a wood stove and therefore is not available in cold months. The capacity during cold months is 96 people.
- Dormitory style bunk beds
- Anti-bacterial, hypo-allergenic mattresses.
- Storage cubbies
- Wood stove.
- Firewood & fire starting supplies included
- Fire safety equipment in each cabin.
- NOTE: that cabins do not have electricity nor will they be pre-heated when you arrive. Please bring bedding and flashlights.

Wash House

- Separate men's and women's facilities
- Each equipped with hot water, showers, toilets, change area, granite counter tops, sinks, and mirrors. Toilet paper and paper towel provided.
- Electrical lights
- Tile floors with in-floor heating

Commercial Kitchen:

- Electric lights
- Electrical heat & wood stove
- Large walk in cooler for food storage
- Large 8 burner stove with 2 ovens plus 2 hot plates
- 36" grill
- Salamander (Broiler)
- A variety of cooking utensils designed for large group cooking). For example, pots, pans, mixing bowls, baking trays, knives, whisks, spatulas, etc.
- 2 60 cup coffee makers
- Outdoor propane 6' BBQ (please ask staff before using)
- 3 sink dishwashing station in kitchen
- Separate dish pit with three sink dishwashing station

Dining Hall with tables and seating for 100 people

- 22—8' Benches
- 78—Padded Chairs
- 1—36" x 60" Table
- 2 20" x 60" Tables
- 2 25" x 96" tables
- 11 38" x 98" tables

Gazebo/Picnic Area

- 10' x 20', covered, open sided outdoor shelter
- Equipped with picnic tables (5 available on site)
- Provides outdoor recreational opportunities during inclement weather

Audio Visual Equipment

- White board
- Screen
- Flip Chart
- Projector

Educational Trail System

- Blue Lake Centre offers approximately 100 km of hiking, biking, cross country skiing, and snowshoeing. Maps are available on site.

Waterfront Area

- 2 docks with a roped off swimming area
- Fleet of canoes equipped with PFD's and paddles

NOTE: The waterfront is a "use at your own risk" facility. A qualified Lifeguard is available when your booking specifies this service.

Campfire Area

- Location overlooking Blue Lake
- Bench seating for approximately 75 people around the fire pit
- Firewood provided.

NOTE: All campfires must be held in the campfire pit and must be doused at the end of every evening. Please ask staff where to cut roasting sticks.

Parking

Parking is available in designated locations, with unloading areas near the Dining Hall and Camp Office. Due to the location of the septic system, vehicles in the central camp area are prohibited.

If you have added Blue Lake Lodge to your Camp Booking...

Blue Lake Lodge:

Bedding provided. Please bring your own towels.

Toilet paper provided.

Main Floor

- Full kitchen
- Four burner propane stove with oven.
- Microwave
- Toaster (2 slots)
- Electric Coffee Maker (12 cup)
- Refrigerator with freezer
- Sink (2 basins)
- Pots, pans, cooking knives, miscellaneous cooking and serving utensils
- Dishes for 19 guests. Includes plates, bowls, water glasses, wine glasses, cutlery
- Dish cloths & Tea towels
- Drying rack
- Dish soap provided
- Outdoor BBQ (propane provided).
- Living room with fully stocked wood burning fireplace
- 1 full bathroom (shower).
- 1 half bathroom
- 1 bedroom with queen bed
- 1 bedroom with queen bed

Loft

- 1 bedroom with queen bed and single bunks
- 1 bedroom with queen bed and single bed
- Loft area with 2 queen pull out couches

Walk out basement

- 1 full bathroom (shower)
- 1 bedroom with a queen bed
- Over 1,000 square feet of recreation space
- Two single pull out couches, flat screen tv, dvd/vhs player.
- Wet bar & bar fridge

Outside

- Deck overlooking Blue Lake
- BBQ
- Private fire pit

Frequently Asked Questions

Fire Safety

Blue Lake has developed in-depth fire procedures in case an emergency should arise. Your group must report any fire to Blue Lake staff immediately for the implementation of emergency procedures. It is the responsibility of the group to report any fire, regardless of size. Cabins are equipped with fire safety equipment. Please ensure camp fires are put out completely.

Cell Service

Standard cellular service reception is not available, however, Blue Lake has established a satellite communication system that allows us to operate a phone at the Blue Lake Centre Office. This phone is available for EMERGENCY use only. All local calls will be charged a minimum of \$5.00 and long distance calls will be charged a minimum of \$10.00. Please contact the Camp Manager in the event the phone use is needed.

Pet Policy

At the discretion of the Group Leader, pets are welcome at Blue Lake providing the owners control their behavior and clean up after them. Pets are to remain on a leash while within camp boundaries and owners are responsible for their pets behavior. **Pets are not permitted in the sleeping cabins, dining hall, registration office, or in the swimming area. Up to two pets are permitted to stay in the basement level of the Lodge.** Extra baggies are available through the Camp Manager.

Smoking

All buildings at the Blue Lake Centre are smoke free. **Smoking is restricted to the camp fire pits, Lodge balcony, and Dinging Hall deck only.** Please ensure that proper disposal of butts in tin cans containing sand, or in the campfire pit.

Hydro Management

Blue Lake Centre produces its own power through a unique micro-hydro generating system. Our stream at the east end of the lake produces approximately 12,000 watts of power on a continuous basis. This system produces ample power for our facility, however we ask that you not use the following types of items as they may cause overload to our system. Blow Dryers, portable 110v/220V heaters, large output sound systems. Please check with the Camp Manager or Camp Caretaker if you require use of these items. Tours of our unique water system are available upon request. Gas powered generators are available at an additional cost.

Potable Water

Blue Lake draws its water from a well, not the lake. Our water is potable (safe to drink) and is tested by Interior Health on a regular basis. Feel free to drink as much water as possible. It's delicious!

Garbage/Compost/Recycling

We at Blue Lake Centre pride ourselves in practicing the 3 environmental R's, reduce, re-use, recycle. Our intention is to minimize the waste headed to the landfill. We appreciate all efforts made to support our policies. Non recyclable waste is collected in a separate bin from recycling, and is to be discarded accordingly. Large commercial trash bins are located to the left of the cookhouse in the lower parking area. A recycle bin is located next to the trash bin. Compost can be collected in a plastic bucket provided and dispose in designated compost bin. Please advise the Camp Manger when composting needs attention. Do not leave buckets of food waste outdoors as it will attract wildlife.

Parking & RVs

Please see the *Blue Lake Map* on Page 3 for parking locations and designated unloading zones. Parking organization is the responsibility of the group. We recommend assigning volunteers to direct guests to parking spots and RV locations. RV parking (no hook ups) is available on the access road behind the dining hall, on the road in front of the Staff Only building closest to the lake, and directly beside the Lodge. There is space for approximately 10 RVs depending on their length. Due to the location of the septic system, vehicles in the central camp area are prohibited.

Cancellation Policy

Please see your *Use Agreement* for cancellation details.

Other Groups

If you have not rented Blue Lake Lodge, it may be rented to other groups during your stay, but Lodge guests will not have access to camp facilities (Cabins, Washhouse, Dining Hall, Camp Store).

Cleaning Duties

Blue Lake Camp is a user-maintained facility. Each group is responsible for daily cleanup and final cleanup prior to departure. The following is a brief description of what areas are expected to be cleaned and how. Also, there is a sample duty schedule to help you plan your clean-up process. It is recommended that the group leader divides the group into 4 duty groups prior to arrival. Generally groups organize clean-up times after each meal, with a more specialized clean-up on the day of departure. Before any group leaves, they must go through a camp inspection with a Blue Lake Staff person. This person will check off all areas of camp to ensure cleaning is to Blue Lake standards and to ensure camp is ready for the next group. The camp manager will provide a cleaning check list at check in. Cleaning supplies are provided.

Daily Cleanup

Roustabouts

- Set up dining hall 20 minutes before meals
- After meals, clear tables and wipe tables after meals and walls if necessary
- Sweep front porch and steps
- Sweep dining area floors
- Wipe around the juice jug area
- Wash plates, cutlery and cups
- Dry mop dinning area floors if needed
- Mop around sinks after dishes are done

Kitchen Patrol (KP)

- Wipe the counters and empties the garbage/compost
- Wash, rinse, disinfect and air dry kitchen dishes
- Sweeps and mops the kitchen floors
- Put food away and help cook if requiring assistance
- Clean and organize the recycling buckets

Clean compost bin, turn over compost pile and cover with dirt/ash
Sweep pantry floor and back loading dock

Royal Order of Sanitary Engineers (ROSE)

Responsible for cleaning wash-houses
Restock toilet paper and paper towels
Clean toilets, counters, sinks, mirrors, showers and walls if needed
Sweep and mop floors
Empty garbage and replace bags

Ground

Breakfast: - check all garbage cans, empty and replace bags if necessary
- pick up garbage in camp

Lunch: - sweep all docks and clean up boat house
- clean Gazebo, sweep and hose if necessary

Dinner: - Stock campfire wood shed
Clean fire pit area and set up campfire (assisted by a supervisor)

Sample Duty Schedule:

This schedule is based on a 2.5 day booking for a group of 30 or more.

Final Cleanup Prior to Departure

Group #	#1	#2	#3	#4
Day 1, Lunch	Roustabouts	KP	ROSE	Grounds
Day 1, Dinner	Grounds	Roustabouts	KP	ROSE
Day 2, Breakfast	ROSE	Grounds	Roustabouts	KP
Day 2 Lunch	KP	ROSE	Grounds	Roustabouts
Day 2, Dinner	Roustabouts	KP	ROSE	Grounds
Day 3, Breakfast	Grounds	Roustabouts	KP	ROSE

Prior to your departure from the camp, you must have an inspection done by a Blue Lake Staff member on site. The expectations are as follows:

Cabins:

- Wiping mattresses with sanitizer (1 capful / bucket)
- Sweeping and mopping floors
- Emptying the garbage and replace with a new bag
- Picking up garbage around the cabin
- Sweeping the porch
- Cleaning any graffiti that may have occurred

Washhouses:

- Showers sprayed and wiped down with sanitizer
- Toilets scrubbed with comet
- Floors swept and mopped with sanitizer
- Sinks, mirrors, and counters wiped clean with sanitizer
- Ensure there is no garbage in or around the washhouse and that the garbage cans have been emptied and the bags replaced when full.

Kitchen: (only if your group did not select the menu plan):

- Grill cleaned according to posted directions.
- Sinks cleaned with sanitizer
- Counters cleaned with sanitizer
- Stovetop cleaned of all spills and burns
- All dishes, juice jugs, etc. cleaned, air dried, and put away
- Cooler emptied, shelves wiped, floors swept and mopped

Dining Hall:

- Tables wiped down with hot soapy water and sanitizer
- Floors swept and mopped with sanitizer
- Wood restocked in wood storage and (basement)
- Garbage emptied and the bags replaced.
- Porch is cleaned and organize

Grounds:

- No garbage or other litter lying around camp.
- All garbage bins emptied and bags replaced.
- Wood restocked at campfire woodpile.
- Boathouse organized and swept, all lifejackets and paddles hanging up.
- All canoes put away on racks upside down.
- Beach raked.
- Docks swept.

Recycling & Compost

Blue Lake is reducing the amount of garbage produced, by implementing a recycling program. The program has 2 steps and, when done properly, is easy and beneficial.

- Step 1:** Place articles into the designated bins
- tin cans*
 - aluminum cans (pop cans)
 - Plastic jugs (#2 plastic jugs i.e. milk jugs)
 - Paper/Cardboard

***NOTE:** Plastic jugs **MUST** be rinsed and lids removed and should be compressed. Tin cans **MUST** be rinsed with labels removed and should be compressed.

- Step 2:** Blue Lake Staff will empty the bins after your departure. Please inform them if the bins are full in the middle of your stay and they will be emptied as soon as possible.

Composting at Blue Lake

Along with recycling at Blue Lake we have implemented a Composting system to further reduce our waste. If you wish to compost while you stay the following are the steps you need to follow.

Step 1: In the kitchen island there are holes at each end. Use one for garbage and one for composting.

Items to put in the Compost

- All uncooked fruits and vegetables
- Coffee grounds
- Tea bags
- Oatmeal
- Plain cooked vegetables
- Egg shells (once washed or baked)

Items NOT to put in Compost

- ˆ Onions
- ˆ Meat products (cooked and uncooked)
- ˆ All foods containing any oils and or meat byproducts
- ˆ Pastas

Step 2: Remove the bucket of compost daily and inspect. (If any garbage or items not to be composted are in the bucket throw it in the garbage)

Step 3: Take the bucket of compost down to the compost bins at the rear of the kitchen. Dump the compost into the open bin, spread it out with the shovel and then cover it with about an inch of dirt from the pile beside the bin.

Blue Lake staff will look after turning and watering of the piles after you leave. If you have any questions please ask one of the staff.

Guest Packing Suggestions

Lodge Guests (if Lodge has been booked)

Personal belongings including toiletries (soap, shampoo, etc)
Bathroom towels and facecloths (bedding is provided in the Lodge)
Signed waivers

Cabin Guests

Personal belongings including toiletries (soap, shampoo, etc)
Flash Lights (no electricity in cabins)
Bedding (mattresses are provided)
Bathroom towels and facecloths
Signed waivers

Due to our elevation, it can be cold in the evenings even in the summer. Please remember to bring warm clothes.

Group Leader Checklist

Contact & Deposit

- Read, sign, and return the *Use Agreement* to Blue Lake Centre's office. Email: info@columbiaoutdoorshcool.com, Mail: PO Box 759, Cranbrook, BC V1C 4J5.
- Submit the deposits as outlined on the *Use Agreement*
- Please note, your requested program dates and times are NOT secured until your signed *Use Agreement* and deposit is received. Please read the contact carefully and contact our office if there are any changes.

Pre Planning (at your convenience)

- Distribute packing list, health form and waivers to participants (if required).
- Organize participants into program groups and duty groups.
- Use the Cabin Placement form to organize sleeping arrangements.
- Organize chaperones (for youth groups), and ensure they are aware of their role at camp.
- Plan an appropriate arrival and departure time. Unless other arrangements have been requested, regular check in is after 2:00pm and regular check out is before 1:00pm.

Program Planning

- If booking Blue Lake programs, choose your desired programs and advise our office of your selections.
- Upon request and with ample notice, our staff have the ability to customize a program.

2 Weeks Prior to Program

- Provide final number of people. If you do not update your group number, the number of people listed on your estimate will be used to determine the minimum amount of the final balance.
- If you have booked a meal plan, provide a complete summary of any allergies or dietary restrictions in your group.

1 Day Prior to Program (only required if you have requested programming by Blue Lake Staff)

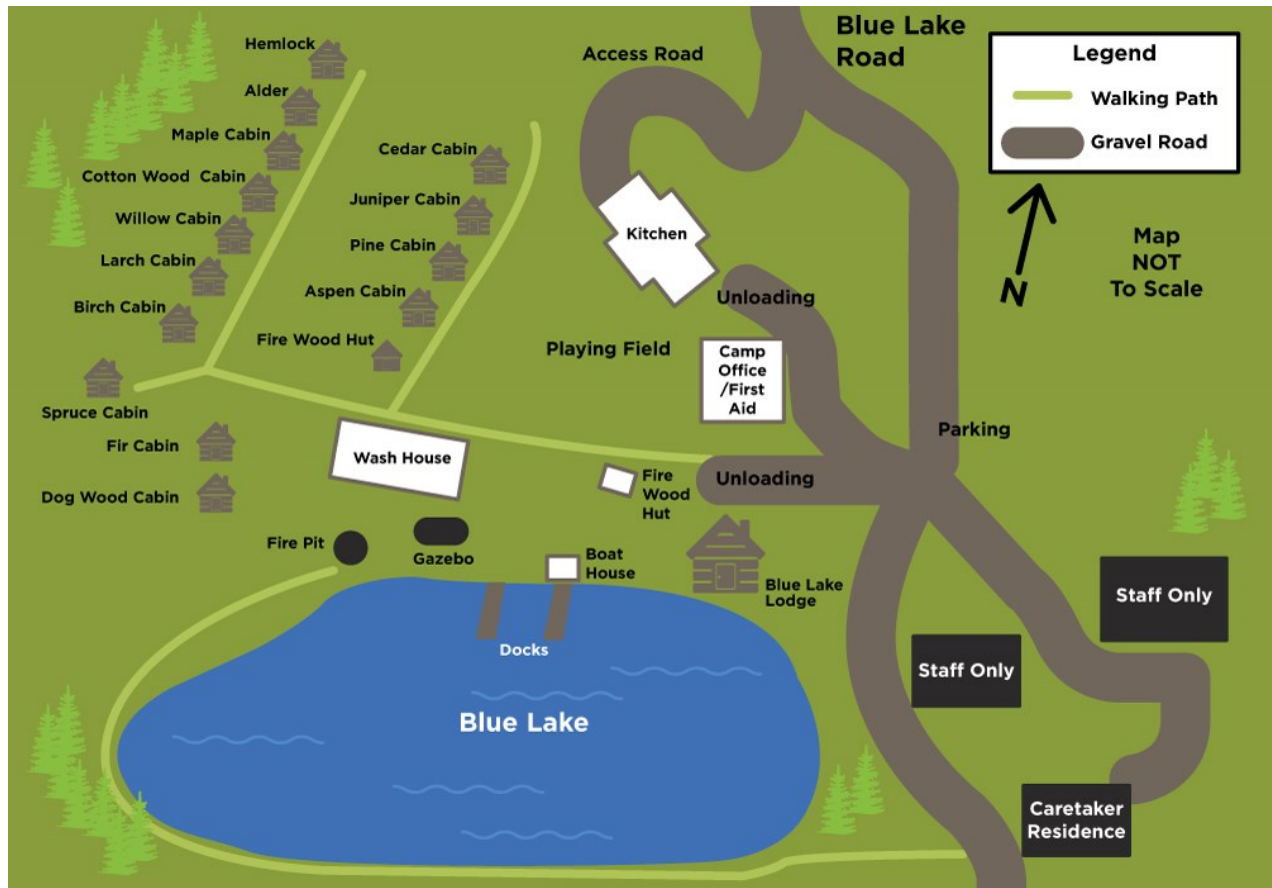
- Check to make sure you have a completed waiver and health form for each person attending Blue Lake. Have them ready to give to the Camp Manager upon check in.

After Departure

You will receive an invoice for your final balance.

Cabin Assignment

Please Use the site map and corresponding table to assign cabins



Blue Lake Camp Cabin Placement

	Larch (upper)	Willow (upper)	Maple (upper)	Alder (upper)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Hemlock (upper)	Aspen (lower)	Pine (lower)	Juniper (lower)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Fir Cabin (lower)	Dogwood (lower)	Cotton Wood (upper)	Birch (upper)
1				
2				
3				
4				
5				
6				
7				
8				
9	8 BEDS IN FIR CABIN	8 BEDS IN DOGWOOD		
10	//////////////////// //////////////////// //////////////////// ////////////////////	//////////////////// //////////////////// //////////////////// ////////////////////		
	Spruce (upper)	*ONLY AVAILABLE DURING SUMMER MONTHS*		
1		Cotton Wood Cabin		
2		Birch Cabin		
3		Dogwood Cabin		
4		Fir Cabin		
5				
6				

Blue Lake Camp Cabin Placement (cont.)

	Cedar Cabin (Lower)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

Blue Lake Lodge Bed Assignments

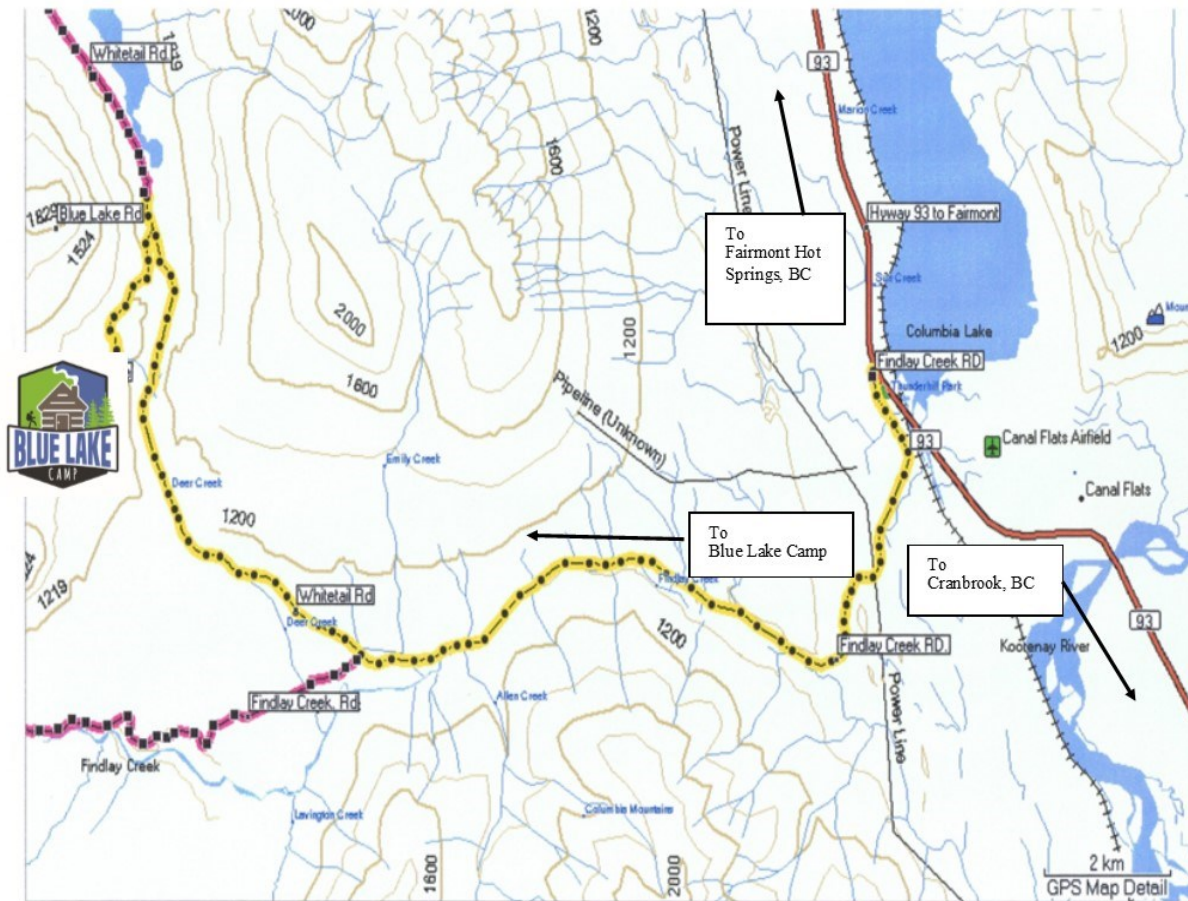
Bedroom 1 (main floor)	Name:	Bedroom 2 (main floor)	Name:
Queen Bed		Queen Bed	
Bedroom 3 (loft)	Name:	Bedroom 4 (loft)	Name:
Queen Bed		Queen Bed	
Single Bunk Bed		Single Bed	
Single Bunk Bed			
Bedroom 5 (basement)	Name:	Loft Living Area	Name:
Queen Bed		Queen Pull Out Couch	
		Queen Pull Out Couch	
<p>Blue Lake Lodge</p> <p><i>Main Floor:</i></p> <p>Full kitchen Dining area 1 full bathroom 1 half bathroom 2 bedrooms Living room with fully stocked wood burning fire-place</p> <p><i>Loft:</i></p> <p>Living area with 2 pull out couches 2 bedrooms</p> <p><i>Walk Out Basement:</i></p> <p>1,000 square feet of meeting or recreation space Wet bar and bar fridge 1 full bathroom 1 bedroom</p> <p><i>Other:</i></p> <p>Deck with picnic table and BBQ - overlooking Blue Lake Outdoor fire pit Includes bedding. Does not include towels.</p>		Basement Rec Room	Name:
		Queen Pull Out Couch	
		Queen Pull Out Couch	

DIRECTIONS TO BLUE LAKE CAMP...

Blue Lake Camp is located approximately 45 minutes South of Fairmont Hot Springs, BC and 70 minutes North of Cranbrook, BC. The highway turn off is located near Canal Flats, BC on Highway 93/95.

From Highway 93/95, approximately 4 km North of Canal Flats, turn West off of the Highway at Findlay Creek Forest Service Road. Travel just past the 15 km marker and turn right onto White-tail Forest Service Road. At 23.5 km, turn left onto Blue Lake Forest Service Road.

All roads off of the Highway are active logging roads. Please use caution, be aware of the speed limit, and look ahead. Roads are well maintained. Watch for Blue Lake Camp directional signage along the way.



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