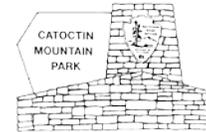


CAMP GREENTOP

APPLICATION PACKAGE



United States Department of the Interior
National Park Service
Catoctin Mountain Park



Camp Greentop at Catoctin Mountain Park is administered by the National Park Service and can be rented Mid-April through Mid-May and Mid-August through October. The dining hall and recreation hall are available year round for conferences. Group representatives must insure that all members comply with park rules and regulations stated herein. We hope you enjoy your visit at Catoctin Mountain Park.

To tour camp facilities please call Catoctin Mountain Park at 301-663-9388 to schedule an appointment. Tours of the facility are given the fourth Tuesday and Sunday of every month.

	RATES		
	<u>Weekend (Fri-Sun)</u>	<u>Weekday (M-TH)</u>	<u>Weekly</u>
Entire Camp*	\$900/night	\$550/night	\$4,000/week
Day Use**	\$350/day	\$100/day	

*Entire Camp includes cabins, dining hall, rec hall and pool.

**Day Use is 8:00 a.m. – 8:00 p.m. unless otherwise noted.

APPLICATION PROCESS

Please submit applications to: Superintendent, Catoctin Mountain Park, 6602 Foxville Road, Thurmont, MD 21788. Applications can be faxed to 301-271-2764 or emailed to cato_superintendent@nps.gov. For further information, contact 301-663-9330.

Applications for the entire year will be accepted starting on December 1.

Groups will be notified of application status within 30 days submitting their application. Because we normally receive more requests than can be accommodated, non-selected applicants may be offered alternative dates. Applications for remaining open dates and day use will be processed on a first-come, first-served basis once group selections have been made.

Groups must submit the required deposit and completed forms by the specified date on their reservation. Payments will be accepted by check, money order, or credit card. To pay by credit card please call (301) 663-9330. In accordance with the Debt Collection Improvement Act of 1996, Federal Agencies “shall require each person doing business with that agency to furnish to that agency such person’s Taxpayer Identifying Number.” The Taxpayer Identifying Number (TIN) shall be used “for purposes of collecting and reporting on any delinquent amounts arising out of such person’s relationship with the Government.” **If you are paying by check, your Taxpayer Identifying Number (or Social Security Number) must be included on your check made payable to National Park Service.** An incomplete check will be returned, and the reservation will be canceled. If you do not wish to provide your Taxpayer Identifying Number (or Social Security Number), payment must be made by cashier’s check or money order made payable to National Park Service.

SELECTION PROCESS:

The National Park Service intends to operate the camp at daily maximum capacity (140 people). Larger groups and those requesting multiple nights will be given first consideration. Applications for day use will be considered last. In carrying out the purpose of the park, selection will be made based on the following:

- First priority will be given to environmental education groups.
- Youth over family and family over adult groups
- Public over non-profit, and non-profit over private groups.
- Groups who request two nights will be considered over those requesting only one night.
- Overnight use over day use.

If your group is small, it is permissible for one or more groups to combine to be eligible. When you do consolidate, indicate one person on the application form as your representative. This representative will be responsible for all arrangements and will act as liaison. The representative should submit the names of all group leaders and their mailing address on the application form.

The groups' eligibility for future consideration will be based partly on conduct while in camp. Misuse of facility, lack of supervision, failure to clean the camp or to meet minimum size requirements will be factors in continued eligibility. Failure to pay camp rental fees is a violation of Title 36, Code of Federal Regulations, Section 2.30.

Groups must submit the following by the date specified on the permit:

1. Rental fee must be paid in full by the date specified on your reservation.
2. Form designating kitchen supervisor. (if applicable)
3. Outline of environmental education activities if applicable. We invite you to participate in any NPS activities that are offered during your stay; however, due to our small staff, a Ranger cannot be provided for special programs for your group.

Confirmation of your selection **CANNOT** be made until **all of the above** have been received.

CHECK-IN / CHECKOUT

- The leader must arrive prior to the rest of the group and check-in at the Visitor Center.
- Check-in: After 3:00 pm An early check in fee of \$75.00 per hour will be charged to groups who want to check-in before 3 pm.
- Checkout is by 12:00 pm A late check out fee of \$75.00 per hour will be charge to groups not checked out by noon.
- The Group Leader and Kitchen Facility Supervisor shall meet with a Park Ranger at Check-out. A specific checkout time should be scheduled with the Ranger during the check-in orientation. If there is any change in your scheduled checkout time, please notify the Visitor Center as soon as possible. The Park Ranger will inspect all areas for cleanliness, orderliness, and damages. The Group Leader and Kitchen Facility Supervisor shall not depart until the inspection and Check-out are completed.
- The entire camp, including the kitchen facility, must be ready for inspection prior to checkout. The group leader and kitchen leader must accompany the Ranger during checkout.
- All items stocked by the Park shall be returned to their proper places, i.e. chairs, tables, mops, etc.
- The Group Leader shall remove all of their equipment, supplies, personal items, etc. from the camp at departure. Anything left behind shall become the property of the National Park Service.



GENERAL CAMP INFORMATION

MAXIMUM CAPACITY: 140 persons

GROUP RESPONSIBILITIES: Groups have preferential use of the camp during their stay. Groups must leave the camp in a clean and orderly condition, especially the kitchen. Specific cleaning requirements and information about the camp and its facilities are provided.

EMERGENCIES: All emergencies, accidents, etc., must be reported to a Park Ranger via the 24-hour assistance number. Emergency phone numbers are listed in the telephone booth in the camp. Remain on line until information is taken by Emergency Service.

24 HOUR ASSISTANCE – 1-866-677-6677

VISITOR CENTER - 301-663-9388 (Mon. – Fri 10:00 am – 4:30 pm)
(Sat. & Sun. 8:30 am – 5:00 pm)

FIRE OR AMBULANCE CALLS ONLY – 1-866-677-6677

REPAIRS: Any repair needed will be made only by park employees and should be reported to the park:

E-mail to: cato_superintendent@nps.gov

Monday thru Friday - 301-663-9330 (8:00 am - 3:30 pm)

Saturday thru Sunday - 301-663-9388 (8:30 am - 3:30 pm)

ELECTRICAL APPLIANCES: Use of additional electrical appliances (hot plates, etc.) in cabins are not permitted.

TRASH: All trash must be deposited in the centrally located dumpsters behind kitchen. Trashcans are located throughout the camp for daily use. Prior to departure, trash must be emptied at the central dumpster and cans redistributed. We suggest you bring large plastic bags to line the trashcans to make it easier for you to empty them prior to checkout. Cardboard boxes and similar bulky items must be crushed to reduce space problems.



CAMP FACILITIES and SPECIFIC CLEANING REQUIREMENTS

During check-in, the Ranger will specifically brief the group leader and kitchen supervisor on sanitation requirements as well as other topics. The following is a brief outline that will help you better prepare for some of the routine duties. In addition to regular completion during your stay, these need to be done immediately prior to checkout.

CABINS

Greentop is set up in four units with three cabins each. Each cabin sleeps 10 people. There are two leader's cabins that sleep two people each and one staff cabin that sleeps four people. There are lights in each cabin but there are no electric outlets. Sleeping cabins are NOT heated. Cots and mattresses are provided. Campers should bring all gear including food, utensils, cookware, detergents, toilet paper and toilet articles, bedding, etc.

LODGE

The camp has one lodge that sleeps 12. Cabin and lodge floors should be swept regularly and all papers, clothing articles, etc. removed before departing. Windows should be closed. The vinyl mattress covers shall be cleaned with a damp cloth and mild soap if needed.

RESTROOMS

There is one heated restroom to each unit. Each has three flush toilets, three sinks, and three showers with hot and cold water. The central shower house has 12 showers and five flush toilets. Floors, shower stalls and curtains,

sinks and toilets must be cleaned and sanitized. Tile walls shall be washed and sanitized, tile cleaner and brushes are needed. Chrome fixtures must be cleaned and free of residue. Plungers and toilet brushes are provided.



KITCHEN & DINING HALL

The dining hall seats between 80-100 people and features a commercial kitchen. The kitchen is equipped with the following: electric stove with 6 burners, large griddle and oven, electric stove with 2 burners, small griddle and oven, one walk-in refrigerator, freezer, ice machine, garbage disposal, and dishwasher. Groups may do their own cooking or utilize an approved caterer. The Dining Hall and Rec Hall are the only buildings with heat.

The inside fireplaces in the Dining Hall and Rec Hall may be used; these are the only fireplaces at Greentop that may be used. If the fireplaces are used, fire must be out and the fireplaces cleaned before the group departs.

Each group must designate a person to be in charge of the kitchen. This person will be the contact for all kitchen problems and is responsible to the park for this facility. He/she must be available to meet with the Ranger during the group's check-in and checkout along with the group representative.

Only kitchen staff will be allowed in the kitchen. Smoking is prohibited. Separate toilet and hand washing facilities for kitchen staff are available.

Most groups use disposable plates and utensils but large sinks are available for washing of such items. Instruction for hand wash/rinse/sanitize procedures using household bleach along with chlorine test papers for checking dish-sanitizing solutions will be available at check-in.

U.S. Public Health Service Standards are enforced. Certified food handlers are recommended.

To insure that proper cooking temperatures and food storage temperatures are maintained, groups should bring a suitable metal stem-type numerically scaled thermometer having a range of 0-220F.

Garbage is to be placed in the dumpster located at the rear of the Dining Hall.

Sweep and wet mop floors after each meal and immediately prior to checkout. Best results are obtained by frequently wringing the mop and changing water when it is dirty. When completed, rinse the mop and sanitize by soaking in household bleach and allowing it to dry.

Dining hall tables should be wiped clean after each meal.

The large grill is extremely difficult to clean when left for long periods. All surfaces of the range hood and filters must also be cleaned regularly. Groups need to do this once, just prior to checkout.

The following is a list of items, which every group should bring, for cleaning the commercial equipment in the kitchen. Groups not using the kitchen facilities will not need items 1-3.

1. Grill screens, grit cloth, or baking soda to clean the large grill. (available from restaurant supply stores and possibly large grocery stores) Cooking oil will be needed for use with the grill screens.
2. If use of the ovens is planned, bring oven cleaner and rubber gloves.
3. All cleaning agents shall be biodegradable. Groups will need dish and dishwasher detergents, soap pads and household bleach.
4. Mild, biodegradable detergents for cleaning floors and walls will be needed. Dry mops, wringer mop buckets, brooms, dust pans and brushes are furnished at the camp.
5. Some miscellaneous scrub brushes and cloths should also be brought.
6. Tile and glass cleaners are also recommended for bathrooms.

RECREATION HALL

The Rec Hall is a large open room equipped with a stage. It is suitable for meetings, receptions, and a variety of other uses. The Dining Hall and Rec Hall are the only buildings with heat.

The number of people in the Rec Hall shall not exceed the posted capacity at any time. Running on and jumping off the stage is prohibited.

The inside fireplaces in the Rec Hall may be used. Firewood is available in the woodshed behind the dining hall. If the fireplace is used, fire must be out and the fireplaces cleaned before the group departs.

Rec hall tables should be cleaned and wiped regularly when in use.

Sweep and then wet mop floors regularly and immediately prior to checkout. Best results are obtained by frequently wringing the mop and changing water when it is dirty. When completed, rinse the mop, sanitize and whiten it by soaking in household bleach and allowing it to dry.

RECREATION FIELD

There is a field area available for recreational sports, etc.

SWIMMING POOL

There is a swimming pool at the camp that is operational from Memorial Day – Labor Day. It is available only if the permittee provides an American Red Cross certified lifeguard.

OUTSIDE FIRE PLACE/CAMPFIRE CIRCLE

Groups may use the outside fireplace at Building 63 (Lodge), the campfire circle, or use their own camping stoves on the paved area beside the dining hall. Check with the Park Ranger for approval during check-in.



National Park Service
U.S. Department of the Interior

Catoctin Mountain Park

6602 Foxville Road
 Thurmont MD 21788-1569

(301) 663-9330 phone
 (301) 271-2764 fax

Camp Greentop Application

The spring camp season at Camp Greentop is mid-April to mid- May and the fall camp season is from the end of August through October. Camp Greentop is unavailable from mid-May through the mid-August and November through March. For the best chance of reserving your preferred dates, **submit applications starting on December 1.** Applications will continue to be accepted throughout the year for any dates still available.

Send completed applications to: **Do not send payment at this time**

Catoctin Mountain Park
 6602 Foxville Road
 Thurmont MD 21788

Phone: (301) 663-9330
 Fax : (301) 271-2764
 Email : cato_superintendent@nps.gov

Group Name: _____ Group Tax ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (Work) _____ (Home) _____ (Mobile) _____

Email: _____ Have you been here before: Yes No

Total in Group: _____ Number of Leaders: _____

Type of Group: Adult Youth Family

Kitchen Facility:

If the kitchen facility will be used, we recommend that the group provide a certified food handler. Catoctin Mountain Park requires that each group designate a Kitchen Facility Supervisor to be in charge of the kitchen/dining hall facilities. This individual will be responsible for maintaining U.S. Public Health Service sanitation requirements during the group’s stay. The Kitchen Facility Supervisor along with the group’s leader must be present for check-in and check-out with the Park Ranger.

Kitchen Facility Supervisor Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: (Work) _____ **(Home)** _____ **(Mobile)** _____

Signature: _____

Dates Requested for Camp Greentop:

Arrival date: _____ **Check-in:** 3:00 pm 3:30 pm 4:00 pm 4:30 pm 5:00 pm Other: _____
 (#1) Check-in: Monday-Thursday by 4:30 p.m.

All groups should check in at the Catocin Mountain Park Visitor Center

Departure date: _____ **Check-out:** 9:00 am 10:00 am 11:00 am 12:00 pm Other: _____
 (#1)

Alternate date: (If first choice date is not available)

Arrival date: _____ **Check-in:** 3:00 pm 3:30 pm 4:00 pm 4:30 pm 5:00 pm Other: _____
 (#2) Check-in: Monday-Thursday by 4:30 p.m.

Departure date: _____ **Check-out:** 9:00 am 10:00 am 11:00 am 12:00 pm Other: _____
 (#2)

Will you need firewood: Yes No

	CAMP GREENTOP – ENTIRE CAMP		
	Weekday Nights (Monday-Thursday) \$550 per night	Weekend Nights (Friday-Sunday) \$900 per night	Weekly (7 days) \$4,000 per week
Number per:			
Total:			

	CAMP GREENTOP – DAY USE (8:00 AM – 8:00 PM)	
	Weekdays (Monday-Thursday) \$100 per day	Weekend Days (Friday-Sunday) \$350 per day
Number per:		
Total:		

	ADDITIONAL FEES	
	Early check-in* \$75 per hour	Late check-out* \$75 per hour
Number per:		
Total:		

***Early check-in and late check-out may not be available**

Briefly describe your planned activities:

<p>I HAVE READ AND AGREE TO THE CAMP GREENTOP RULES AND CONDITIONS:</p> <p>_____</p> <p>Group Leader/Permittee</p>



CAMP GREENTOP

RULES AND CONDITIONS

EMERGENCIES: All emergencies, accidents, incidents, etc. shall be reported to:

24 HOUR ASSISTANCE LINE - 1-866-677-6677

GENERAL

The Permittee agrees to exercise the privileges granted by the permit, subject to the supervision of the Park Superintendent or his authorized representative.

Permittee waives and releases all claims against the U.S. Government for any injury to person or damage to property which may occur in connection with the use of camp facilities.

The Permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Permittee is authorized to make of the property described in this permit.

The permit is not transferable and may be revoked at the discretion of the Superintendent.

The Group Leader shall see that all members of the Group are informed of, and comply with, park rules, regulations, and special conditions.

The Group shall reasonably expect to conduct their program without outside interference.

All arrangements shall be finalized during processing; no changes will be made after confirmation of the reservation.

The National Park Service will not provide a refund of fees for any reason other than the inability to provide the facility rented.

As of February 22, 2010, a new federal law allows people who can legally possess firearms under applicable federal, state, and local laws, to legally possess firearms in this park. It is the responsibility of visitors to understand and comply with all applicable state, local, and federal firearms laws before entering this park. As a starting point, please visit State of Maryland's website. Federal law also prohibits firearms in certain facilities in this park; those places are marked with signs at all public entrances.

All vehicles associated with the Group shall park in the designated parking lot. The parking lot will accommodate a maximum of 27 passenger cars. Overflow parking is not available. Parking adjacent to buildings and within the cabin area is prohibited.

Buses are not permitted westbound on Park Central Road between Thurmont Vista Parking Area and Camp Greentop. Entry shall be through Manahan Road and eastbound on Park Central Road.

Facilities that are not included in the permit shall not be entered or used at any time.

Camping trailers or tents are not permitted within the camp.

No sales to the general public shall be made and no contributions solicited or accepted from the general public within the park.

Destruction, defacing or removal of buildings and improvements, trees, shrubs, flowers, wildlife, etc. is prohibited.

Alcoholic beverages and pets are prohibited in the camp.

Quiet hours are from 10:00 p.m. – 6:00 a.m.

The camp is subject to inspection by the Park Superintendent or his representative at anytime.

Fire exits and fire extinguishers shall not be blocked.

Smoking is prohibited in all buildings.

CHECK-IN: The Group Leader shall stop at the Visitor Center and notify staff prior to the Group's arrival at the camp. If the Visitor Center is closed the Group Leader shall call **1-866-677-6677** to notify a Park Ranger for Check-in. The Group Leader and Kitchen Facility Supervisor shall accompany the Park Ranger during Check-in.

TRASH: All trash shall be deposited in trashcans that are located throughout the camp. Use of trash can liners is encouraged. Trashcans shall be emptied into the dumpster behind the kitchen regularly. Trashcans shall be redistributed. Nothing shall be left outside of the dumpster.

RECYCLING: All recyclable trash i.e., cans, plastic bottles, cardboard, etc. shall be deposited in the proper receptacles located in the camp. The receptacles shall be emptied into the recycling dumpsters behind the kitchen regularly and the receptacles redistributed. Nothing shall be left outside the dumpster.

CLEANING: The Park stocks the camp with various brooms, dust mops, wet mops, mop buckets, plunger, etc. The Group Leader shall provide all other cleaning supplies and equipment. The Park encourages the use of environmentally-friendly cleaning products. All areas of permitted use are to be kept clean throughout stay.

CABINS:

Cabins are stocked with cots and mattresses. The Group shall supply their own bedding, personal care products, paper products, etc.

The use of electrical appliances is prohibited in the cabins

Cabin floors should be swept regularly. All areas should be kept free of clutter. Trash shall be emptied daily by the Permittee.

FIRES: Fires are permitted only in the fire circle. Catoctin Mountain Park will follow state and county fire bans. The Park will provide firewood. In order to control spread of insect pests, bringing firewood into the park from outside sources is prohibited.

SWIMMING POOL: Memorial Day – Labor Day

No one under 16 years old is permitted in the pool or within the pool fence without adult supervision. The NPS recommends having a certified life guard or aquatics program coordinator at the pool when it is in use.

CHECK-OUT:

The Group Leader and Kitchen Facility Supervisor shall meet with a Park Ranger at Check-out. The Park Ranger will inspect all areas for cleanliness, orderliness, and damages. The Group Leader and Kitchen Facility Supervisor shall not depart until the inspection and Check-out are completed.

The Group Leader will be charged for any costs incurred by the Park due to associated use including but not limited to: damages to buildings or equipment stocked by the Park, picking up trash, disposal of items left behind, etc. A Bill for Collection will be issued.

Preparation for Check-out:

The Group Leader shall be responsible for all areas covered under the reservation.

All items stocked by the Park shall be returned to their proper places, i.e. chairs, tables, mops, etc.

All trash and recyclable trash shall be placed in the appropriate dumpster. All trash and recycling receptacles shall be redistributed to their proper places. Nothing shall be left outside of the dumpsters.

The Group Leader shall remove all of their equipment, supplies, personal items, etc. from the camp at departure. Anything left behind shall become the property of the National Park Service.

All hard floors shall be swept and mopped.

All bathroom floors, shower stalls and curtains, sinks and toilets shall be cleaned and sanitized. Mirrors and chrome fixtures shall be cleaned and free of residue.

All windows shall be cleaned and free of residue.

The kitchen shall be thoroughly cleaned including stovetops, grills, ovens, tables, range hoods and filters, etc.