



Geneva Point Center Guest Information

Welcome to Geneva Point Center (GPC). The information in this document will be both useful and important during your stay. We appreciate your attention and cooperation in reading and adhering to GPC policies.

Geneva Point Center

Emergency Information Summary

Call 911 first.

Then, immediately call ...

Alert the Geneva Point Office

GPC Office (603) 253-4366



An AED
(Automated
External
Defibrillator) is
located at:

Malden Cottage

Fire

- Yell Fire, tell a GPC Staff member.
- If you hear “Fire” or the siren, move everyone to safety.
- Call 911, then the Office or the On-Call Manager (if at night).
- Gather on the “Green” (central lawn)
- Account for every member of your group.
- Report any missing persons to Office or On Call Manager (if at night).

Medical

- Assess the situation and approach the injured person only if it is safe to do so.
- If the situation appears to be life threatening, call 911.
- Give First Aid if you are qualified and get help:
 - Talk to any GPC Staff member.
 - Call for the Camp Nurse.
 - Call the Office or On-Call Manager.

When Calling 911

If you have a cell phone, dial 911 and report:

- **Your Name**
- **That you are calling from Geneva Point Center, 108 Geneva Point Road in Moultonborough.**
- **The specific Location of the fire**
- **Stay on the line until the 911 operator hangs up.**

Severe Weather/Tornadoes/Hurricanes

- Weather alerts or warnings will be given verbally by radio, phone, runners or megaphones.
- Be alert; do not wait to be told the weather is threatening. Move to Designated Shelters (Meeting House lower-level lounge and hallway, the Inn Fireside Dining Room and Staff Dining Room, Gibbes House Basement).
- Account for everyone in your group.
- Report missing persons to the office or on-call manager.
- Wait for the “All Clear” or other instructions.
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Missing Guest or Staff Member

- Report missing person to your Group Leader or Supervisor.
- Alert the Office or On-Call Manager.
- The Executive Director or On-Call Manager will conduct systematic search.

Emergency Phone Numbers

IF AN IMMEDIATELY LIFE-THREATENING EMERGENCY SITUATION EXISTS

Call 911 first.

Then, immediately call ...

GPC Office (9 am – 5 pm) **(603) 253-4366**

GPC On-Call Manager (5 pm – 9am) *

(603) 273-2151

GPC Camp Nurse—Youth Camps Only

GPC only provides a camp nurse when hosting or operating an actual youth camp and that is their primary function. Other groups on-site are welcome to seek first aid assistance from the Camp Nurse if one is available.

First Aid

If a Camp Nurse is on duty, then he or she is the designated First Aid Staff. At all other times, the designated First Aid Staff (a GPC staff person currently certified in First Aid and CPR) may be found by contacting the Office or the On-Call Manager.

- *There is always a manager on-call or on-duty when guests or seasonal staff members are on site. Even during office hours, if you do not find a manager at the office, use the On-Call Manager line for urgent needs.
- **GPC CONTACT INFORMATION**
- Geneva Point Center Office Main Line 603-253-4366
- After Hours On-Call Line 603-273-2151(text or call)
- Email: cmackie@genevapoint.org
- Fax 603-253-4367
- Website www.genevapoint.org
- **TRAVEL DIRECTIONS** _Geneva Point is located in Moultonborough, New Hampshire, at 108 Geneva Point Road. Drive time from Boston is approximately two hours. From Whittier Highway (Route 25) turn on to Moultonborough Neck Road. Continue approximately six miles and turn left on to Winaukee Road. Proceed about one quarter mile to Geneva Point Road and turn left again. Follow Geneva Point Road about one half mile until you reach the entry Gates for Geneva Point Center.
- **REALISTIC EXPECTATIONS...NOT A “4 STAR” RESORT**
- Geneva Point is a very beautiful setting with exceptional natural assets as well as residential buildings, meeting spaces, beaches, and many other features. However, Geneva Point is not a “4-star resort.” Our accommodations are modest and often referred to as “rustic.” Attending a summer or family camp or conference at GPC is more like going camping than resorting. There is a variety of housing options, and our staff works to make each guest room clean and safe. While many of our guest rooms have private bathrooms, others have access to common toilet and shower facilities.
- **DEPARTURE & CLEAN UP** (Do your part and a little more)

To ensure the beauty of Geneva Point, it is expected that, prior to departure, each guest will conduct a general clean-up of those buildings and areas they use.

In guest rooms

Please strip beds and place linens in a pillowcase or laundry bags provided and place outside your door when you leave. Used towels can be left on the bathroom floor. Blankets, mattress covers, and bedspreads can be placed on the bed.

Pick up trash from the floor, counters and furnishings, and put it into a waste basket. Once the waste basket is full, please bring trash to the outdoor receptacles near your unit

Return all furnishings (tables, chairs, beds, etc.) to where you found them when you arrived.

Outdoors

Thoroughly police all areas you use after each activity and at the end of your stay (it should look like you were never there)

Extra Cleaning Fee – rooms not left in a condition close to how they were found will incur a cleaning charge of \$50. Examples include but are not limited to: excessive un-bagged trash, broken or spilled items, or furniture not moved back to where it was at check in.

Common Space Etiquette

Both Lake View Lodge and Gibbes House have a shared common gathering room and a shared kitchen as well as shared outdoor decks, picnic tables, chairs and campfire pits. These spaces are shared throughout your stay. Common spaces are **not for exclusive use**, and you should expect other guests to use them as much as you. Please use only the space you need, leaving other areas of the common room available for other guests. When you are finished with an activity, tables, or chairs or with the kitchen please make sure the area is completely clean and you have taken any belongings with you. For special occasions, common spaces including campfire locations may be reserved by contacting the office at 603-253-4366.

General Camp Information

ALCOHOL – Alcohol is not permitted in dining rooms or public areas. Alcohol is permitted in your cabin and at the picnic tables associated with your unit. NH legal drinking age is 21.

Alcoholic beverages are strictly forbidden at all GPC beaches, the Council Ring, Barn Fire Ring, other large group use campfire circles and anywhere else on the waterfront or grounds.

Alcohol-Irresponsible Use

Alcohol related discourteous, inappropriate, illegal, destructive or dangerous conduct will not be tolerated, and the police will be called if necessary. **Individuals** who engage in irresponsible use of alcohol may be required to leave and/or not allowed to return. Any

costs or expenses that GPC incurs in connection with alcohol related incidents that are in violation of this policy will be charged to the responsible user group, family or individual.

BICYCLING - Bicycles are great to have at and around GPC. *But* it is very important to be safe. On GPC grounds, helmets are required for children and recommended for adults. Biking is permitted on internal roadways only (green and black trails on map as well as the big green circle). Biking is prohibited on pathways and roadways. Children on bikes must be supervised by responsible adults. Nighttime biking is prohibited.

CAMPFIRES – Campfire pits and use of GPC fireplaces must be approved in advance by the Office and must always be in a designated fire site. Guests can book a campfire site in advance for up to 3 nights during their stay depending on their unit type. Guests may request a campfire to be pre-set by GPC. A shovel and water bucket will be provided and groups are required to completely extinguish the fire when finished.

CELL PHONE & INTERNET - Geneva Point Center has wireless internet access in and around the Inn Porch and Meeting House for use with personal computers. GPC does not provide guests with computers nor provide guest access to GPC Office computers.

FIREWOOD – No outside firewood is permitted. While firewood does indeed grow on trees, the labor to cut, split and haul it does not. Be safe and respect the environment, volunteers and staff who make the wood available, and other groups, by not overusing the firewood. **NO ONE SHOULD BE BURNING A CAMPFIRE ALL NIGHT.** Campfires should not exceed about one armload of wood burning at a time and should not burn more than three hours. **FIRES MUST NEVER BE UNATTENDED.**

FIREWORKS - Use or possession of fireworks of any kind, including sparklers, are not permitted anywhere at Geneva Point

ICE MACHINES – A guest ice machine is located behind the guest laundry Please read the sign posted for ice limits.

MATCHES AND CANDLES – For safety reasons, no open flames of any kind are permitted inside any building. **We do monitor this and we will put it out if we see it.**

OUTDOOR OR INDOOR AMPLIFICATION (Keeping the Peacefulness) - It is the intention of Geneva Point to maintain an environment that is peaceful and serene and

where the sounds of nature may be enjoyed by all. In general, sound generated by any activity should not hinder or detract from the experience of others on site or by the friends of GPC on neighboring properties. Use of outdoor amplification equipment, such as PA systems, megaphones, or other such equipment is not permitted. Sound generated by indoor amplification equipment should not interfere with the enjoyment of nearby buildings or adjacent outdoor spaces.

PERSONAL VALUABLES – Guests are responsible for their own valuables and property. Keys are provided for each unit but we suggest leaving valuables at home.

PERSONS WITH DISABILITIES OR SPECIAL NEEDS - GPC will make reasonable accommodations wherever possible to assist person with disabilities to enjoy their time at Geneva Point. Please contact the GPC Office well in advance of your arrival to review any special needs relating to mobility, special room requirements, diet restrictions, food allergies or other special needs.

PETS - GPC does not allow pets except for service animals.

Service Animals - As per ADA guidelines, GPC allows service dogs in all areas our guests are normally allowed to be.

Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. When it is not obvious what service an animal provides, only limited inquiries are allowed ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform.

If a “service animal” is interrupting daily operations with its behavior, causing problems in a housing, dining, meeting or recreational situation, is a danger to anyone, is not cared for properly by its owner (as in picking up after it), the guest and service animal may be asked to leave a particular area.

RESTROOMS -Restrooms are located on the first floor of the Inn. They are open from 8am–9pm. Please stay out of any facilities marked Staff Only.

SMOKING – All buildings (including balconies and porches) are non-smoking. Outdoor smoking is permitted in designated locations only. Even in designated areas, adults are requested to refrain from smoking in the presence of children and youth. There are no designated smoking areas with 50’ of the entrance of any building. Check with the Office for a current list of designated smoking areas.

SMOKING RELATED CLEANING FEES - To ensure a refreshing experience upon each return, Geneva Point will enforce our smoke free policy in guest rooms, porches and balconies with a \$200 smoke cleaning fee.

SUPERVISION OF CHILDREN- Children must be supervised at all times.

TRAILS – Within Geneva Point’s nearly 200 acres there are nearly five miles of hiking trails where you can enjoy scenic lake views, foliage that changes from summer greens to spectacular autumn colors, and a variety of wildlife including resident loons. The Perimeter walk on the yellow trail is the longest trail and includes a walk along the waterfront with a mile of beautiful shorefront vistas. Trail maps and hiking information will be included in your pre arrival packet. Please use social distancing when you encounter other hikers.

WATER CONSERVATION - Water conservation is a crucial issue in the Lakes Region of New Hampshire. Geneva Point asks that group leaders make their conferences aware of the need to conserve water as well as other natural resources. Simple things like shorter showers, turning off faucets, and reporting leaks or running toilets to the Office, make a big difference.

WINNI SCOOPS ICE CREAM SHOP - Winni scoops is open 7am-10am (closes during breakfast) and 2-10pm everyday during Peak summer season. Please check with the office for hours outside Peak season

VEHICLE USE & PARKING – Driving on site at GPC should be kept to a minimum and is discouraged in high pedestrian traffic areas and areas where children play, such as on or around the “Green” or any of the adjacent living areas and meeting spaces.

- Campus wide speed limit is **5 miles per hour.**
- Driving on campus is to be limited to only what is necessary such as to assist handicapped persons or when moving in or out.

- Park only in main parking lot behind the office or other designated parking places (there is no designated parking at the Inn, Dock Road, College Row, Chapel Line, Cottage F, Peat/Repeat or Pasture Line). However, Handicap parking at the Inn and Meeting House is available.

Waterfront Safety

SWIMMING-

It is important that guests take every precaution to avoid potentially dangerous situations and follow all posted rules and regulations as well as follow directions from GPC Lifeguards.

BEACH HOURS – Beach hours are 10:00 am-noon and 1:00 pm-5:00 pm. No swimming is allowed outside of those hours. Beaches may be closed within these hours for threatening weather, or special events.

BOATS – Personal kayaks and canoes are welcome at GPC. Please fill out a waiver ahead of time. Beach staff will show you a space on the rack that will be yours for the week. GPC canoes and kayaks will be available during beach hours when staff are available and when conditions are safe.

FISHING – Fishing requires a NH fishing license and can be purchased at www.nhfishandgame.com. There is no fishing at GPC beaches withing marked swimming areas.

Lodging

RIGHT OF ENTRY - Geneva Point Center retains the right of entry to all housing units by guest accommodations staff for cleaning, by buildings and grounds staff for maintenance and/or repair, by health center staff for medical purposes, and by the Executive Director (or designated deputy) if the need arises.

TRASH – trash bags will be provided in your room. Please place trash outside in the closest outdoor receptacles for pick up by 830am on Tuesdays, Thursdays, and Saturdays. The closer you can stick to these times the better to avoid animals getting into them. Please do not keep food or food trash in your room overnight as it will attract rodents and animals.

Dining Guidelines

PROPER ATTIRE - In accordance with health and sanitation regulations and New Hampshire State Law: Shirts and shoes must be worn in the dining areas and shoes are strongly recommended elsewhere on the Center grounds, except at the beach

SPECIAL DIETS – GPC can handle some special diet requests. We can offer gluten free options and vegetarian and vegan options. There is an extra charge for these meals of **\$3 per meal**.

KITCHEN ACCESS- In accordance with health and sanitation regulations and New Hampshire State Law, guests are not allowed in the kitchen. Therefore, **THE KITCHEN IS ABSOLUTELY OFF LIMITS** to all but Geneva Point Center personnel. If you need assistance, please see the dining room staff person or if not available call the office at 603-253-4366.