

MASONIC CONFERENCE CENTER - PATTON CAMPUS

RULES AND REGULATIONS FOR ADULT AND YOUTH GROUPS

1. Do not play or tamper with any of the fire safety equipment, including extinguishers, smoke and heat detectors or sprinklers. This will endanger the safety of others, and will not be tolerated.
2. Possession or use of alcoholic beverages, narcotics or other controlled substances without the proper prescription is prohibited at the Masonic Conference Center. Violators will be subject to criminal prosecution.
3. NO SMOKING in any building at any time. Smoking is only permitted outside at urns provided for properly disposing of cigarette butts. Adults should NEVER smoke around minor youth. Some youth programs have specific areas designated for adults who must smoke.
4. Youth group members may not leave the campus except when provided for in the schedule. Adult leaders are responsible for their group members, and should not leave the Campus except in the case of an emergency. The Program Group Leader may make exceptions in special cases. Guests must attend all scheduled programs.
5. There will be no use of the swimming pool without an approved lifeguard on duty. The lifeguard on duty has COMPLETE AUTHORITY over all activities of youth and adult swimmers. Follow instructions of the lifeguard, and give due courtesy and respect or the pool will be closed for the entire group. Swimmers must wear bathing suits. No diving in shallow end of pool. The pool will always be closed during thunder and electrical storms.
6. Food and beverages should not leave the dining room. Please do not take food back to your rooms.
7. Do not walk around the campus barefoot. Attire should be appropriate at all times.
8. Do not move furniture around in the facility. It is dangerously heavy, and moving can damage the furniture and the carpets. Accidental damage to the facility may occasionally occur. Please report any damage immediately to your group leader.
9. All private vehicles are to remain parked in lined spaces in the designated parking lots. Do not park by the swimming pool/ dinning room entrance, or on the grass.

Thank you for your cooperation, and enjoy your stay at the Masonic Conference Center—Patton Campus!

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EMERGENCY INFORMATION AND CHECK-IN/CHECK-OUT PROCEDURES FOR ADULT AND YOUTH GROUPS

1. IF A MEDICAL EMERGENCY ARISES, NOTIFY YOUR GROUP LEADER. DIAL "0" FROM ANY COURTESY PHONE, ONLY IN CASE OF A LIFE-THREATENING EMERGENCY. THE NEAREST MEDICAL FACILITY IS NORLANCO MEDICAL CENTER (653-1467) OR THE ELIZABETHTOWN FAMILY HEALTH CENTER (367-1430.) MINOR PROBLEMS CAN BE HANDLED IN OUR FIRST AID ROOM NEXT TO THE GYMNASIUM. THIS ROOM IS LOCKED, AND YOUR GROUP LEADER HAS THE KEY. FIRST AID KITS ARE ALSO LOCATED AT THE SWIMMING POOL, AND ROOM R104.
2. In case of an EMERGENCY ALARM in MEMORIAL HALL, you should report to the Chapel. Assemble quietly and wait for instructions from adult leaders. In case of an EMERGENCY ALARM in any other building, you should assemble in the Gymnasium.
3. Checking in: Please register with your group leader upon arriving. Review the condition of your assigned room and immediately report any damage or other problems to your group leader.
4. Bedding: You will be issued 1 blanket, 1 top sheet, 1 fitted sheet, 1 pillowcase, 1 or 2 towels, and a washcloth at registration. Please do not take large quantities of any of these items. They have been counted out for the expected number in your group. Extras are NOT provided. You are responsible to return them to laundry hampers in the gym or other designated locations upon checking out. Please do not stuff sheets inside pillowcases. Each bed in your room should have a pillow and a mattress pad when you arrive, and when you leave. If not, notify your group leader.
5. Checking out: Before leaving for home, please empty wastebaskets into larger trash cans in each hallway, return all linen and bedding to hampers located in the gym, close the windows, and be sure the lavatory facilities you used are neat and orderly.
6. Personal telephone calls may be made from the courtesy or the pay phones on the campus. Local calls are free, however you will need to provide a billing number for long-distance calls.
7. EMERGENCY TELEPHONE NUMBERS: (Listed in order of easiest access to you) You may provide these numbers to family members who need to reach you while on campus:

(717) 367-1121 Ext. 33308	Room M-112, Group Leader
(717) 367-1536	PA. Youth Foundation offices (M-F, 8AM - 5PM)
(717) 367-1121	Masonic Villages Operator- 24 hrs.
	(An emergency message can be relayed by telephone or by a Security Officer.)
8. LOCAL EMERGENCY NUMBERS

"O"	MASONIC VILLAGES OPERATOR
653-1467	NORLANCO MEDICAL CENTER
367-1430	ELIZABETHTOWN FAMILY HEALTH CENTER
911	AMBULANCE/FIRE/POLICE
"O"	MASONIC VILLAGES SECURITY
9. A staff member is either on campus, or on call to assist you. Your group leader will contact this person at your request.

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