

“GENERAL RULES FOR CAMPING”

1. **KEYS:** On arrival you will be given keys to the required buildings. On departure all keys must be returned to the caretaker.
2. **PROPERTY:** please ensure that camp supervisors maintain discipline and full control over their charges. In particular, do not allow the removal of mattresses from beds, jumping on beds, writing on walls and ceilings, etc. Children must not possess implements or items that may adversely affect their safety or be used to damage property. The piano is to be used only under supervision.
3. **HEATING:** The heating in the Dining Hall is coin operated (20 cent coins). No heaters are to be used in the sleeping quarters. The Recreational Hall has a Coonarra style wood heater. If you don't know how to use it please ask the Caretaker to show you.
4. **CAMPFIRE:** A campfire may be lit only in the area designated by the Caretaker/Administrator. Under no circumstances are standing trees or bushes to be used for firewood or interfered with. Permission from the administrator is required to light a campfire. **FIRE RESTRICTIONS APPLY.**
5. **RUBBISH:** All rubbish must be placed in bins provided. Recyclable materials (plastic/glass/paper) are to be placed in the designated bins.
6. **TOILETS:** All toilets are connected to septic tanks and only the paper provided should be used. (Excessive use of paper results in toilet blockages). Sanitary napkins should be wrapped in paper and placed in bins provided. Toilets, showers and wash-basins shall be cleaned everyday. **Please DO NOT use detergents in the toilet bowls.**
7. **MAINTENANCE:**
 - A. **Property Damage:** Our Administrator has tried to ensure that the camp and all buildings are clean and in good repair. Any damage found on your arrival, or damage caused during your stay in the camp, should be reported to the Administrator. Camp hirers will be responsible for any damage caused.
 - B. **Tidiness:** The campsite is to be kept clean at all times. Please sweep and mop the kitchen and all other floors as often as necessary, particularly before your departure. Please clean kitchen equipment, stove, toaster, refrigerators etc. prior to departure. Also please wash and put away all cutlery, crockery and kitchen utensils.
8. **PARKING:** All vehicle parking is strictly at the owner's risk and only in indicated areas. Cars should be parked so that they can be driven out without having to reverse.
9. **MINIMUM NUMBERS:** There is a minimum charge per night;

1 June – 31 August:	20 people (negotiable)
1 September – 31 May:	25 people (negotiable).

This is enforced unless a prior arrangement is made with the Administrator.
10. **CAMP TELEPHONE:** 5962 1585
11. **BEHAVIOUR:** After 10.00pm noise is to be kept to a minimum and noisy activities are to cease at 11.00pm. Food and drink may only be consumed in the Dining Room or out of doors. All buildings on the camp are designated smoke free zones.
12. **ENVIRONMENT:** No camper is permitted to bring firearms, pets or other animals onto the property or to disturb the natural environment. Trail bikes are also forbidden from being used upon camp property.
13. **FIRST AID:** First aid is the responsibility of the camp hirer. Campers must provide their own first aid equipment and trained staff.
14. **BOOKING AND INFORMATION:** www.polana.rg.au Fax 9778 3219 or email:

polana@email.com Emergency phone 9752 2167 or 0413 266 430

POSTAL ADDRESS: P.O. Box 8012, FERNTREE GULLY VIC 3156