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Regulations

as of October 12, 2010

1. General and Safety Regulations
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3. Policy on Smoking and No-Smoking Areas
4. Rules for Aquatic Activities
5. Policies Regarding Firearms etc.
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1. General and Safety Regulations

Use of the lake is permitted only in accordance with the Aquatic Activity Rules. **NEVER** swim alone, and **NEVER** use a boat without wearing a personal floatation device (life jacket). If a boat or personal floatation device is not functioning properly, notify Ronora staff and do not use it.

Do not enter the horse pastures or attempt to pet or feed the horses. Avoid the electric fence around some pastures and on some fences. If you would like to interact more with the horses call the horse caretaker.

Obey the No Smoking signs in public areas. Use ashtrays and butt cans, and do not throw cigarette butts on the ground.

Deposit trash in trash containers only. Bottles, cans, paper, unwaxed cardboard, and plastics can be recycled in the yellow recycle bins behind Chadwicke Hall. Trash bags can be deposited in the dumpster also behind Chadwicke Hall.

Do not put tampons, cigarette butts, condoms, or anything else but toilet paper in the toilets. Our septic system can't handle it. Use the trash containers provided.

Do not approach or molest the wildlife. Report any animals that appear to be ill or acting strangely (particularly raccoons out in the daytime) to the staff.

No dogs or pets allowed.

No alcohol or illegal drugs are permitted at any time. No illegal feathers. Firearms, hunting, fireworks, or explosives are strictly prohibited.

QUIET TIME is 10:00 p.m. Do not play loud music or keep others awake. Be considerate. Turn off all electric appliances and lights when leaving your cabin.

Park your car in the designated lot or by your cabin and leave it. Walk and enjoy nature. When entering or leaving the Lodge property, do not drive over 10 miles per hour. Do not drive off the roads or down the trails. Do not drive on any forest service roads without asking Ronora Staff.

Our low rates depend on your help. Clean your cabin or room before leaving by: washing the dishes, checking for trash under the beds and sweeping. If you move furniture, return it to its original place. If anything has been broken or is malfunctioning, notify Ronora staff so we can fix it for the next group.

2. Policy on Use of Vehicles on Lodge Property

1. Parking Areas

Parking areas for Guests are located (1) across the driveway from the Ranch Lodge, facing the road in a line or facing the fence in lines, (2) in the field south of Chadwicke Dining Hall in lines facing the road or lines facing the trees, (3) in front of Grandma's House and on the other side of the driveway, (4) in the grass southeast of Bama Bunk House, and (5) west of Plant House facing the wood parking bumpers. The parking lot in front of the Main House is for use by lodge personnel only. Guests staying in the Cedar Lodges or Lonnie's Eco Cottage may also park next to those buildings. Only staff involved with cooking (caterers or group cooks if you are renting Chadwicke Hall and cooking yourself) may park behind Chadwicke Hall. Absolutely no vehicles may be parked behind Chadwicke Hall from 6am-11am on Tuesday mornings due to garbage pickup.

2. Use of Vehicles by Guests

Use of vehicles while staying at the Lodge is discouraged, except for entering and leaving. In general, Guests should leave their cars parked and walk to activities whenever possible. Exceptions may be made for those Guests who are handicapped or have difficulty in walking distances, particularly if staying in the Ranch Lodge or Lonnie's Eco Cottage. Do not drive on grass. No vehicles may be driven down trails or past any sign marked "No Cars Beyond this Point." In addition to the risk of injury to hikers, many of the trails are rough and muddy, and the most rugged vehicles can easily become stuck. Use of 3-wheel and 4-wheel ATVs and snowmobiles is strictly prohibited on all Ronora Lodge property. If you need to transport a handicapped individual or boat to the lake, ask Ronora staff.

3. Transportation of Guests in Lodge Vehicles

In general, insurance regulations prohibit the transportation of Guests in lodge vehicles except for emergency situations. Staff members may transport Guests who are personal acquaintances in their private vehicles, but this shall not be considered a lodge function, and liability for any injury resulting will be that of the individual alone.

4. Non-Passenger Vehicles

Neither Guests nor staff shall be transported on a tractor (other than while driving), in a wagon or cart, in the back of a pickup truck, or in any other vehicle that does not have a permanent seat designed for passengers.

3. Policy on Smoking and No-Smoking Areas

Smoking is prohibited in all buildings of Ronora Lodge. Smoking on porches or decks is permitted and a sand ashtray and butt can is provided for smokers wishing to smoke in these areas. Cigarette butts thrown on the ground are prohibited.

4. Rules for Aquatic Activities

1. Lifeguards

Lifeguards must be present for all swimming activities by user groups. Lifeguards will be provided by the user group sponsoring the activity, as specified in the User Agreement. Lifeguards provided by the user group must be certified as provided in the User Agreement, and there must be at least one for each 25 participants. For this purpose, a "user group" is an organized group of individuals sponsoring an activity, as opposed to an individual or family renting a lodge facility but not part of a larger group. Lifeguards must be present for all uses of boats by user groups unless waived by an all adult or family group as provided in the User Agreement.

2. Accounting for Participants

The lifeguards or other persons supervising an aquatic activity must implement a system to enable them to keep track of all participants in the activity. If there are six or more participants in a swimming activity, the system used will be the "buddy system" or some other system equally effective. In the "buddy system", each swimmer will be assigned to a "buddy", and the lifeguard will periodically announce a "buddy check", in which each swimmer must locate his "buddy."

3. Emergency Procedure

A first aid kit and air horn will be located in the lakefront shed. In the case of an emergency requiring medical assistance, the air horn may be used to summon assistance.

4. General Regulations

Regulations are posted at the swimming area, and must be followed. In addition:

- Horseplay, such as running, splashing, shoving, or dunking, is not permitted.
- Swimming is allowed only between the beach and the floating dock.
- No boats are permitted in the swimming area.
- Diving is not permitted off the fixed dock.
- Alcoholic beverages are not permitted. Containers for food or beverages must be deposited in the trash cans.
- Throwing of objects, such as baseballs or rocks, is not permitted.
- Do not bring bicycles onto the beach.
- Swimmers should wear proper swimming attire, and change in their cabins before coming to the beach.
- Do not swim at night, or when the area is closed.
- Do not swim under the dock.
- Fishing is permitted only in boats away from the swimming area, or when no swimming activity is scheduled.
- All persons using boats must wear personal floatation devices at all times. **NO EXCEPTIONS.**
- Return boats to the LEFT side of the dock (facing the water), not the right side. Return all oars, paddles, lifejackets, etc., to the shed.

5. Policy Regarding Persons in Wheelchairs

Persons using wheel chairs are not allowed on dock or in boats. They are not to swim unless closely supervised by a certified life guard present in case of emergency.

5. Policies Regarding Firearms and Ammunition, Flammable and Poisonous Substances, and Power Tools

1. Firearms, Explosives and Ammunition

Firearms, fireworks, explosives, and ammunition are not permitted at Ronora Lodge. Any such materials must be surrendered by Guests at the beginning of their stay, and will be kept locked in until departure. Firearms, etc. belonging to staff members will be kept locked in the owner's personal quarters. Hunting is never permitted on the lodge grounds. If you see a hunter or person with a firearm, fireworks or explosives, inform Ronora staff immediately.

2. Flammable and Poisonous Substances

Gasoline, kerosene, paint thinner, turpentine and other flammable substances will be kept locked when not in use, other than paints and related materials that will be kept in the workshop.

Insecticides, pesticides, fertilizers and similar materials will be kept locked when not in use. One bottle of bleach will be kept in the kitchen of Chadwicke Dining Hall for use in sterilizing dishes and will be clearly marked. All other poisonous cleaning materials will be kept locked in the supply rooms when not in use. All flammable and poisonous substances will be clearly marked.

3. Hand and Power Tools

All hand and power tools will be kept locked in the tool room when not actually in use. Tractors, lawnmowers, chainsaws, weedwhackers, etc. will be kept locked in the arena when not in use. Power and hand tools will be used only by lodge personnel.

6. Ronora Lodge and Retreat Center, LLC Emergency Regulations

A. MEDICAL EMERGENCIES

1. For life threatening medical emergencies which require immediate response, or those which require ambulance transport, IMMEDIATELY CALL 911 WITH A CELL PHONE OR THE PHONE BY THE OVEN IN THE MAIN KITCHEN. TELL THEM THE NATURE OF THE EMERGENCY, AND THAT THE LODGE IS AT 9325 DWIGHT BOYER RD. AND REQUEST AN EMS VEHICLE AND STAFF. ALSO IMMEDIATELY INFORM LODGE STAFF. Some staff and certain of the Owners are certified in CPR and First Aid.

2. For other medical emergencies or care, such as a booster tetanus shot if someone has a puncture wound, inform the staff and then go to the EMERGENCY ROOM AT WATERVLIEET COMMUNITY HOSPITAL. It is about ten minutes away and is open 24 hours a day 365 days a year. DIRECTIONS: Go to lodge entrance. Turn left on Dwight Boyer Rd. Go to County Line Rd (stop sign, aka 70th Street). Turn right and drive to the

next stop sign at Red Arrow Highway. Turn right and go about 2 miles to the Hospital. Turn-in on the left and follow signs to the ER. The Hospital is a modern multi-story building well back from the highway. There are FIRST AID KITS in each of the cabins, in the Main Kitchen to right of walk-in cooler, and the Main House. The kits are marked with red crosses.

B. FIRE EMERGENCIES

1. For large or spreading fires.
 - EVACUATE everyone from the building in a calm and orderly manner. If there is heavy smoke, stay close to the floor. Use fire escapes and fire exits as marked. Do not enter any rooms or open any doors if the door is hot to the touch.
 - CALL 911 with a cell phone or the phone in the kitchen in Chadwicke, if fire cannot be contained. The fire department has directions to the lodge.
 - ALERT STAFF and DEAL WITH MEDICAL EMERGENCIES as in # 1 above.
2. For small, contained fires which can be extinguished, fire extinguishers are at the following locations:

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| Dining hall and other locations. | Grandma's House kitchen, living room and upstairs dorm. |
| Main kitchen by the back door. | Plant House porch. |
| Main kitchen by the cooler. | Plant House kitchen. |
| Casa de Luz living room near heater. | Main House living room. |
| Ranch Lodge porches and kitchen. | Trilogy living room upstairs hall and kitchen. |

C. AQUATIC EMERGENCIES

- Send someone for help and notify staff.
 - Use boats and emergency equipment at the waterfront for rescue if you can.
 - Use a cell phone or the kitchen phone in Chadwicke to call 911 if emergency resuscitation is needed.
 - If trained in CPR, use it until help arrives. Certain Lodge staff are also trained in CPR.
- To prevent water emergencies swim or use the paddle boats only with lifeguard present, never swim or use the paddle boats alone or at night or far out into the lake, and never go on boats or paddle boats without a life jacket no matter how good a swimmer you think you are. Never go onto the ice in the winter.

D. LOST OR MISSING PERSONS

If you become aware that another Guest or member of your group is missing or overdue from a hike or aquatic activity, notify the lodge staff immediately. We will organize a search team and also notify law enforcement if necessary. Avoid going for hikes by yourself if possible, never swim alone, and always tell someone where you are going and how long you expect to be gone. Always stay on trails and never go into swamps and wetlands. IF YOU BECOME LOST get to the top of the highest ground available and look around. There are roads and houses near all parts of the lodge ground.

E. BITES AND STINGS

If you are allergic to bee or wasp stings, you should carry a kit for self treatment. If not and you are stung, see the Medical Emergencies section above for directions to the Emergency Room. Notify Ronora staff.

Avoid bushes and shrubs that may harbor stinging insects. Keep doors closed at all times. When hiking, particularly near the wetlands, watch out for snakes. Most snakes at the lodge are harmless, but every few years someone will encounter a poisonous snake. If bitten, notify staff and go immediately to the emergency room. Directions are under "Medical Emergencies" above. Never kill any snakes on Ronora Lodge property. Taking pictures of the snake in question can aid treatment.

Avoid approaching any raccoons, groundhogs or other animals that may bite if cornered or threatened. If you see any animal that appears to be ill report it to the lodge director.

To prevent ticks, always spray your feet and ankles with repellent and preferably wear light colored pants when hiking. After hiking or walking in the woods or tall grass, inspect yourself carefully and remove all ticks. Ask staff for assistance if you do not know how. Obtain medical treatment for any tick born symptoms such as tiredness or fever which may develop later, which may be symptomatic of Lyme Disease. However, to date there is no known instance of Lyme Disease that has resulted from tick bites at Ronora.

F. SEVERE WEATHER

Never walk in the woods when it is windy. Limbs can break off and fall from high up causing severe injury. If you hear thunder or see lightning stay out of big open or high areas, and stay out from under trees. Go inside or seek a low area for shelter. Stay out of the water and off boats during electrical storms.

In case of a tornado warning, if possible go to the Ranch Lodge which is located at the lowest point on the lodge grounds and has a basement. The basement is accessed via a trap door in the main room kitchen floor. Two persons MAY be required to lift it. If you are in or near Grandma's House or Trilogy Lodge, go to their basements. If you actually see a funnel cloud, lie down on the nearest low ground, closest to a concrete or brick foundation wall deepest below ground. IF YOU HEAR A SIREN this may be a tornado warning. (The siren is usually tested on Saturdays but is always followed by a loudspeaker announcement that this is only a test.)

If there is a severe ice storm or blizzard which would make driving hazardous, stay at the lodge and consult with staff. We have sufficient food, water, firewood and emergency generators for these kinds of emergencies as well as snowplow and tractors with chains.

G. NUCLEAR DISASTERS AND TERRORISM

Ronora Lodge and Retreat Center, LLC is located within 25 miles of two nuclear power plants. If there is an emergency, you will hear sirens and announcements from the area emergency warning system. These plants are west of us. If evacuating the lodge, travel east or southeast or follow other directions which may be obtained from the media or emergency warning system announcements. The staff will provide as much direction and assistance as possible under any emergency circumstances.

7. Miscellaneous Responsibilities for Sponsors

A. Distribution and Purpose

Regulations are required by the American Camping Association to protect the safety of all lodge participants and to limit legal liability. Ronora Lodge and Retreat Center, LLC requires responsible parties to brief participants of lodge rules, regulations, safety and emergency procedures. Also, leaders of group are to gather personal information from participants in case of emergencies and have it on file. The following regulation supplements other Ronora Lodge and Retreat Center, LLC Regulations.

B. Administrative Requirements

1. Participant Documentation (HW-17, 19 & 23; OM-21)

a. Sponsors are required to have the name, address, home and work phone numbers of all participants and next of kin. In the case of minors, sponsors will also have the names or guardians or parents available and the birth date of the minor available.

b. Sponsors will also maintain emergency contact names and numbers on participants-especially, minors. In the case of injury, illness, medical treatment, death or if a participant is missing and can not be found, the sponsor is required to notify the parent or guardian or next of kin. A copy of this notification to be sent to Ronora Lodge and Retreat Center, LLC within 5 days of the emergency.

c. Sponsors are required to get signed permission from parents or guardians for minors without a parent on site to seek emergency treatment, or a signed religious waiver.

d. In the case of an accident, death, hospitalization or other emergency the victim identifying information will be given to an owner or lodge director as soon as possible after the event and prior to the event leader departing the lodge. See Health Care below.

e. The sponsors are required to provide proof of insurance coverage for their group upon demand and final approval of the User Agreement.

C. Food Handling and Clean-Up Procedures

These standards are applicable to those who prepare food for a group or clean the kitchen/dining area.

1. Food Handling Procedures (SF-27 & 31)

a. Use only clean sanitized utensils and equipment during food preparation.

b. Clean and sanitize food contact surfaces with a diluted bleach solution or sanitizer after each use.

c. Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F. Refrigerate food at 40°F or below. If holding warming food on stove or steam cabinet the temperature must be at 140° or above.

2. Dish and Utensils Wash-up Procedures: Food service utensils (dishes, silverware, and all other utensils used in the preparation or serving of food) will be washed and initially rinsed in a temperature of 100°. They will be second rinsed in a dilute solution of bleach and water and set out to dry.

D. Transportation

1. Emergency Transportation (TR-1): Ronora Lodge has no emergency transportation vehicles. Arrangements have been made with local community service police, fire, and medical units. In an emergency, call 911. Advise where the emergency is, who is injured, and give any other information requested. Immediately notify the person in charge of your organization and the lodge managers.

2. Traffic Control (TR-2): All participants will follow the posted speed limits in Lodge.

3. Arrival and Departure (TR-3) Park in designated parking areas in field areas away from buildings (Temporary parking is permitted adjacent to a building to load or unload, supplies, luggage and the like.) Unless given permission by a Lodge Director or owner, everyone will leave the lodge by the designated day and time.

4. Non-passenger Vehicles (TR-4): Sitting in driven pickup trucks or wagons where seats are not attached is prohibited.

E. Health Care

1. Emergency Care and Personnel (HW-21 & 22):

a) These individuals have been trained on First Aid and CPR for adults and children: S. Hunter Leggitt, D. James Gehring, and Audrey A. Schilling. In the absence of qualified medical personnel in the user group, in a medical emergency it is imperative to immediately seek the assistance of one of these staff members.

b) Lodge managers are responsible for the availability and storage of any First Aid equipment and supplies. In the absence of cell phones in the user group, the lodge managers should be advised to contact the local community service agencies by phone.

2. Recording the Emergency Event (HW-11)

a) The sponsor should create a record of the emergency event and give a copy to the Lodge owners.

b) This record at a minimum should include (date, time, name and contact information of the person injured or ill; general description of the injury or illness; description of treatment (if administered by a sponsor or participant), and the name, address and phone number of at least one eye-witness to the event.

c) This record should be provided to the lodge owners within 5 days after the injury or illness. See administration above.

F. User Group - Conditions (PD-5)

1. The use of lodge equipment and lodge areas for recreation is at the risk of the user group. They assume all supervisory responsibility for the same in accordance with posted signs and general lodge regulations. They are especially responsible for the supervision of minors under 14. They will maintain good order through leaders or parents.

2. If a participant is aware of any defect in lodge equipment or hazard on the lodge grounds, he should immediately report it to the lodge manager and the person from their group who is in charge or the prime contact with the lodge staff. This includes damage or loss of lodge property and equipment by user group participants.

3. Supervisory Ratios and Other Safety Systems (PA-4)

a. For aquatic activities: There should be a minimum of two user staff members one of whom is an adult and both of whom are aquatic-certified.

b. For all other activities, the sponsor must consider the type of activities, the age of the participants, and the potential hazards involved. For example, children under 7 should be under the observation of an adult at all times. Under no circumstance should they take walks in the woods on or off nature trails without being accompanied by a teenager or an adult. There are parts of the lodge (near Lonny's Place) where non-adults have access to water. They may not swim or boat in these areas without adult aquatically- certified personnel being present.

c. Safety Systems

(1) "Buddy systems" are encouraged for all activities such as swimming, boating and hiking. (PA-9 & 21).

(2) If someone intends to be gone for an hour or more, it is advisable for that person to tell where he or she is going. This is especially true for children who are not accompanied by an adult.

(3) The sponsor should consider appointing a member of his staff (or a parent if a family group) to supervise the proper use of watercraft (PA-21) to insure that PFDs are worn at all times, safety regulations are followed, and a designated checkout system is used. An adult, non-parent supervising children other than his own must accompany minors on watercraft going out of sight of lifeguards and himself be lifeguard-certified (PA-20 & 21).

(4) Orientation briefings on hazards, aquatic and other lodge regulations should be conducted as soon as possible after participants have registered and checked in.

(5) While the lodge has First Aid/CPR trained staff, it is advisable for the user group to have one of their staff members who has such certified training be on duty at each boating/swimming site (PA-22).

(6) NO MOTORIZED WATERCRAFTS ARE ALLOWED ON RONORA LODGE AND RETREAT CENTER, LLC'S LAKE OR ITS STREAMS (PA-27).