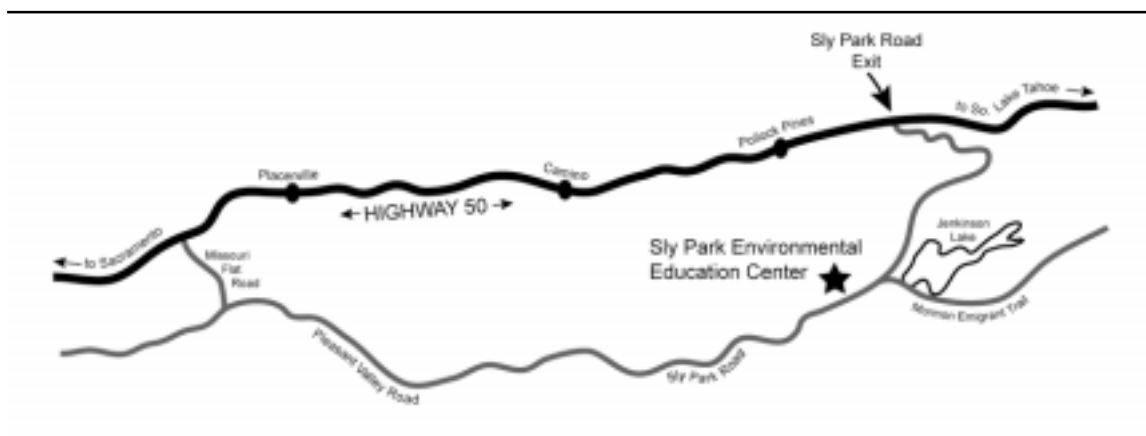


Sly Park Environmental Education and Conference Center Facility Use Handbook

The purpose of this handbook is to provide information for groups renting the Sly Park facility.

The Sly Park Environmental Education and Conference Center is an environmental education campus, operated by the Sacramento County Office of Education. During summer, and occasionally on weekends, the facility can be rented by private organizations.

The campus is fifty miles east of Sacramento, six miles south of Highway 50 on Sly Park Road in the Eldorado National Forest. The elevation is 3500 feet. During the fall and spring, the days are warm and the evenings cool. From mid-November to April, inclement weather can occur, sometimes resulting in some snow. During the summer months, it is warm although it is usually 10-15 degrees cooler than Sacramento. Of course, in the mountains, weather can vary. Be prepared with rain gear.



Accommodations

There are eight cabins, each with 26 beds, plus a staff cabin with 16 beds (total of 224 beds). The heated cabins have bathroom facilities with showers, sinks, and toilets. Food is not permitted in these buildings. Four of the cabins are wheelchair accessible. The staff cabin has a small kitchenette with a refrigerator and microwave oven. Bedding is not supplied. All participants will need to bring a sleeping bag, pillow, and toiletry articles.

Other facilities available include the education building (meeting rooms), gym, amphitheater, arts & crafts room, and administration building. The conference room has a TV and VCR. These facilities are available at no extra charge, but must be arranged in advance and listed on your agenda.

During daytime hours, the Sly Park facility coordinator, cafeteria staff and custodian will be available to assist you.

There are hiking trails from Sly Park to Jenkinson Lake and Clear Creek. Sly Park has an astronomical observatory, a Native American Interpretive Center, and a challenge course available for an additional charge. Request at least six weeks in advance if your group is interested in utilizing these learning centers.

Cafeteria Service

Sly Park provides all food service, cafeteria style. We cannot provide you use of our cafeteria facilities for your own cooking. Serving times are: breakfast at 7:30 am, lunch at 12:00 noon, and dinner at 5:00 pm. Mealtimes can be changed by 1/2 hour, if arranged in advance. Food service lines are not kept open indefinitely; participants who expect to eat need to be there at the serving time. Sly Park has a standard menu (following) that can be varied at your preference. There may be an additional charge (i.e. you want steak and lobster instead of chicken). No matter what your needs, please contact our Lead Cook, Lisa Hastings at (530) 644-2072 to arrange all your food service needs.

Guest meals (persons arriving for meal only) can pay individually to the cafeteria for their meal or such extra meals will be billed to your group. Meals for guests are available if space allows, and must be reserved 24 hours in advance.

Your group will need to provide 8-10 “helpers” for each meal. They should come to the cafeteria 30 minutes before the meal, eat early, then help serve and clean up. If you have a small group, fewer helpers may be needed.

Food, drinks, and other snacks are not allowed in the cabins. If your group members are bringing snacks, arrange a place to store and eat them other than in the cabins.



Standard menu example (**one** option per meal serving)

Breakfast: Scrambled eggs, cereal, english muffin, juice
Scrambled eggs, cereal, biscuit, fruit
Texas toast, bacon, applesauce
Pancakes, sausage, juice

All breakfasts served with milk, hot chocolate, coffee and tea. Fruit juice will be served if available.

Lunch: Cheese pizza, fruit
Baked fish, tater tots
Turkey-ham & cheese sandwich, soup
Hamburgers, potato wedges
Turkey dogs, potato chips

All lunches served with tossed green salad, dessert, milk, coffee and tea.

Dinner: Chicken, harvest rice
Spaghetti, french bread
Turkey, mashed potatoes & gravy, dinner roll
Tacos, spanish rice, refried beans

All dinners served with vegetables, tossed green salad, dessert, milk, coffee and tea.

Facility Rules

Cabins

- ✓ No food, drinks, or gum is allowed in the cabins. (The staff cabin, with its kitchenette, is an exception.) If your campers bring snacks, store them in an appropriate area, such as the kitchenette in the staff cabin.
- ✓ Do not move beds in the cabins. The beds are arranged according to fire codes for this type of facility.

Cleaning

- ✓ Bathrooms: Sly Park custodians will disinfect the cabin bathrooms daily. Personal belongings need to be out of the bathrooms by 9:30 each day.
- ✓ Sleeping rooms: The group is responsible for tidying their own areas. Garbage should be emptied into the trash can in the custodian's room next to the showers. The director of your group is required to daily inspect each cabin to ensure that the cabins are being kept appropriately and to inform the Sly Park coordinator of any maintenance needs in each cabin. In the case of children's groups, we suggest that you give the cleanest cabin some kind of award or honor.
- ✓ Outdoors: Your group is responsible for any litter left by your group.
- ✓ Checkout: Before the campers leave Sly Park on the final day, a general inspection of their cabins must be done by the director of your group and the Sly Park facility coordinator. A departure checklist is included in this handbook. The group will be billed for extra janitorial work needed if the cabins are left without having been taken care of as described above, or for any facility damage.



Gym

- ✓ Children must be supervised by an adult in the gym at all times.
- ✓ Food, drinks, and gum are not allowed in the gym.

Campfires

- ✓ A campfire may be built only in the designated area at the amphitheater.
- ✓ The area surrounding the campfire ring must be cleaned of pine needles, sticks, etc.
- ✓ Campfires will not be allowed during extreme fire danger conditions.

Other

- ✓ Alcohol: Sly Park is a public school campus. No alcoholic beverages are allowed on campus.
- ✓ Tobacco: Smoking is not allowed. Smokers must leave campus to smoke.
- ✓ Knives (or other weapons): are illegal to have on campus.
- ✓ Telephone calls: Place all long-distance calls on your credit card or call collect. Do not make any calls that will be billed to Sly Park. Students wishing to use the telephone must be accompanied by an adult.

Check-in / Check-out times

Groups may arrive and begin their programs anytime, although the cabins will not be ready to move into until 4:00 pm. Cabin check-out is 9:00 am, although groups may use the rest of the facility throughout the day. A late fee will be charged if the cabins are not vacated by 9:00 am.

Reservation / Billing Procedure

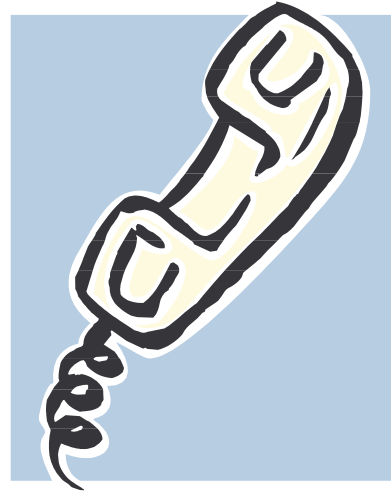
Make your reservation by phone (916) 228-2485 or (530) 644-2071. The minimum reservation is 75 participants. For children's groups, one adult per twelve children may attend at no charge.

You will receive a reservation agreement to sign and return to Sly Park with a 20% non-refundable deposit to hold your reservation.

Call our Lead Cook to arrange your food service needs (530) 644-2072.

Six weeks prior to your attendance, pay the balance of contract & send us your agenda so we can be prepared for you.

Your final billing (if one is necessary) will be sent after the event, and this final payment is due no later than 30 days after the invoice date.



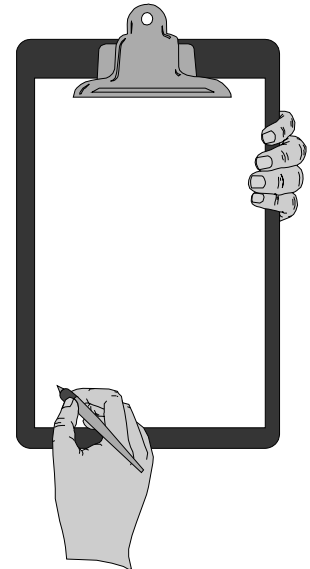
Sly Park Environmental Education and Conference Center

5600 Sly Park Road
Pollock Pines, CA 95726
(916) 228-2485
(530) 644-2071
fax (530) 644-2670
cafeteria (530) 644-2072
www.scoe.net/slypark

Sly Park Environmental Education and Conference Center

Departure Cabin Checkout

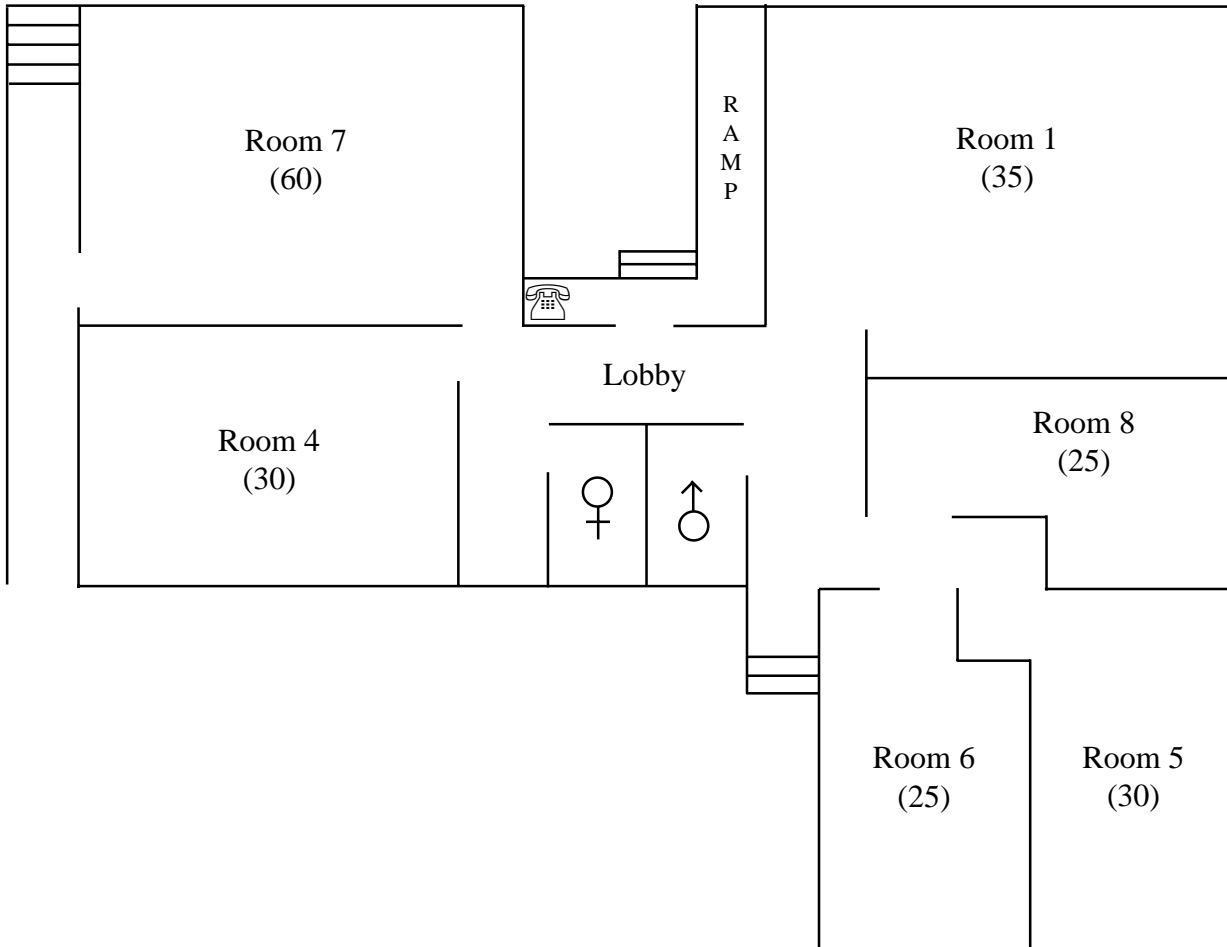
- 1. **All luggage and belongings removed from cabin by 9:00 am**
- 2. Look in these areas for misplaced items:
 - Closets, including top shelves
 - Inside drawers - leave open
 - Under beds
 - Under mattresses
 - Window sills
- 3. All floors swept well, including under beds
- 4. Lower closet shelf wiped off with wet sponge
- 5. Garbage emptied into garbage can in janitor's room (near showers)
- 6. Check for graffiti on:
 - Walls
 - Closets
 - Mattresses
 - Inside of doors in bathrooms
 - Window sills
 - Underneath upper bunk beds
- 7. Turn thermostat down (not off) in cold weather
- 8. Windows closed, curtains open, lights off
- 9. Litter picked up from around the cabin
- 10. Clean-up materials in place
- 11. Lost & found turned in
- 12. Report any maintenance needs




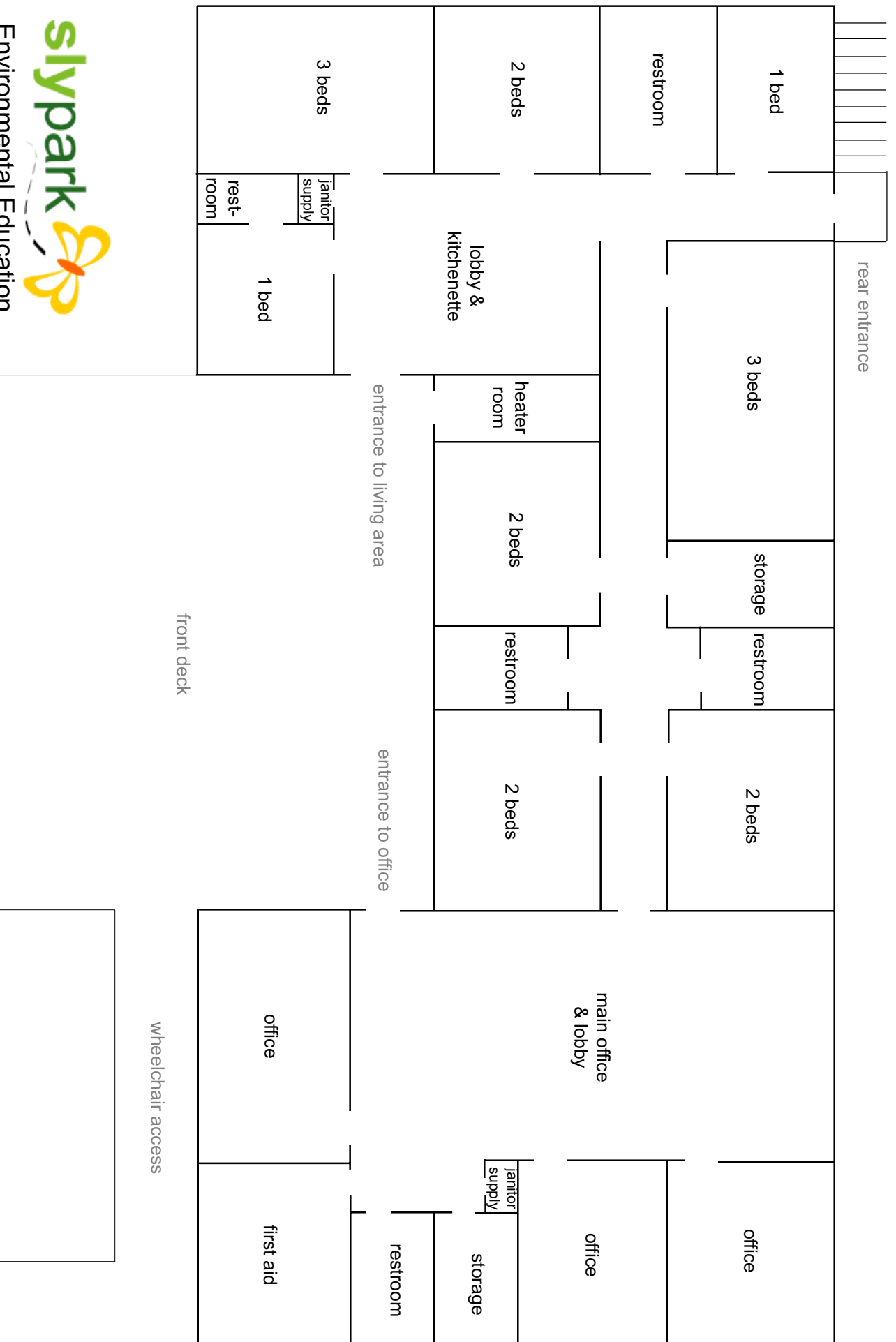
Cabin

Checked by

Sly Park Center Classroom Building



 =pay phone



Administration Building

Sly Park Center – Cabin Map

CABIN NAME:

SHOWERS

WALK THROUGH TO
ATTACHED CABIN
(DUPLEX)

ROOM D

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

ROOM C

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

RESTROOM

CABIN LEADER ROOM

- 1 _____
- 2 _____

ROOM B

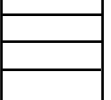
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

ROOM A

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

utility
room

heater
room



Sly Park



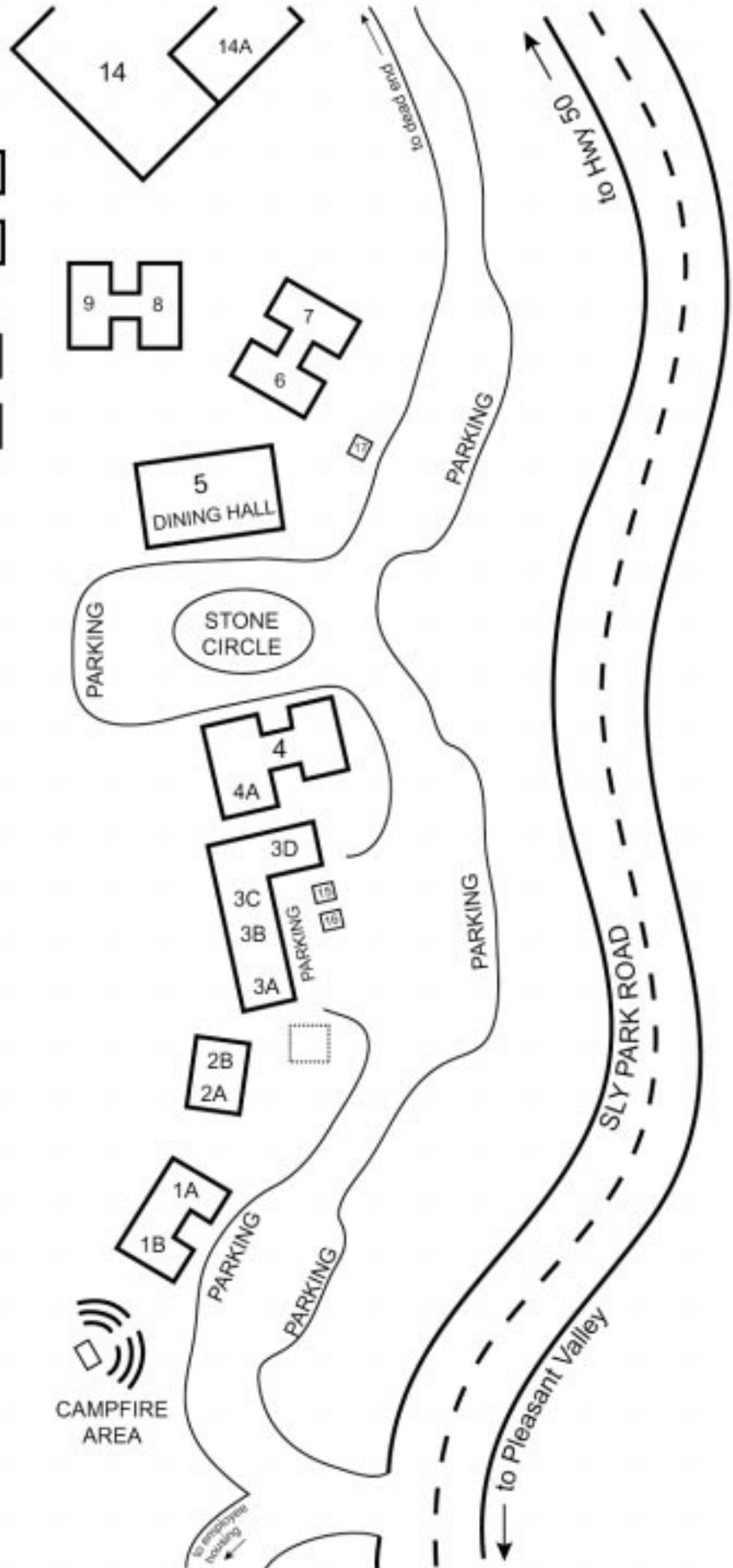
**Environmental
Education
& Conference
Center**

- 1A Sly Park Office
- 1B Visiting Staff Housing
- 2A Classroom
- 2B Native American Museum
- 3A Maintenance Shop
- 3B Planetarium
- 3C Arts & Crafts
- 3D Movie / Conference Room
- 4 Education Bldg / Classrooms
- 4A Animal Room
- 5 Dining Hall
- 6 Incense Cedar Cabin
- 7 Black Oak Cabin
- 8 Douglas Fir Cabin
- 9 Manzanita Cabin
- 10 Fox Cabin
- 11 Rattlesnake Cabin
- 12 Porcupine Cabin
- 13 Raccoon Cabin
- 14 Gym
- 14A Ping Pong Room
- 15 Observatory
- 16 Storage
- 17 Generator

Campus Map

5600 Sly Park Road
Pollock Pines, CA 95726
(916) 228-2485
(530) 644-2071

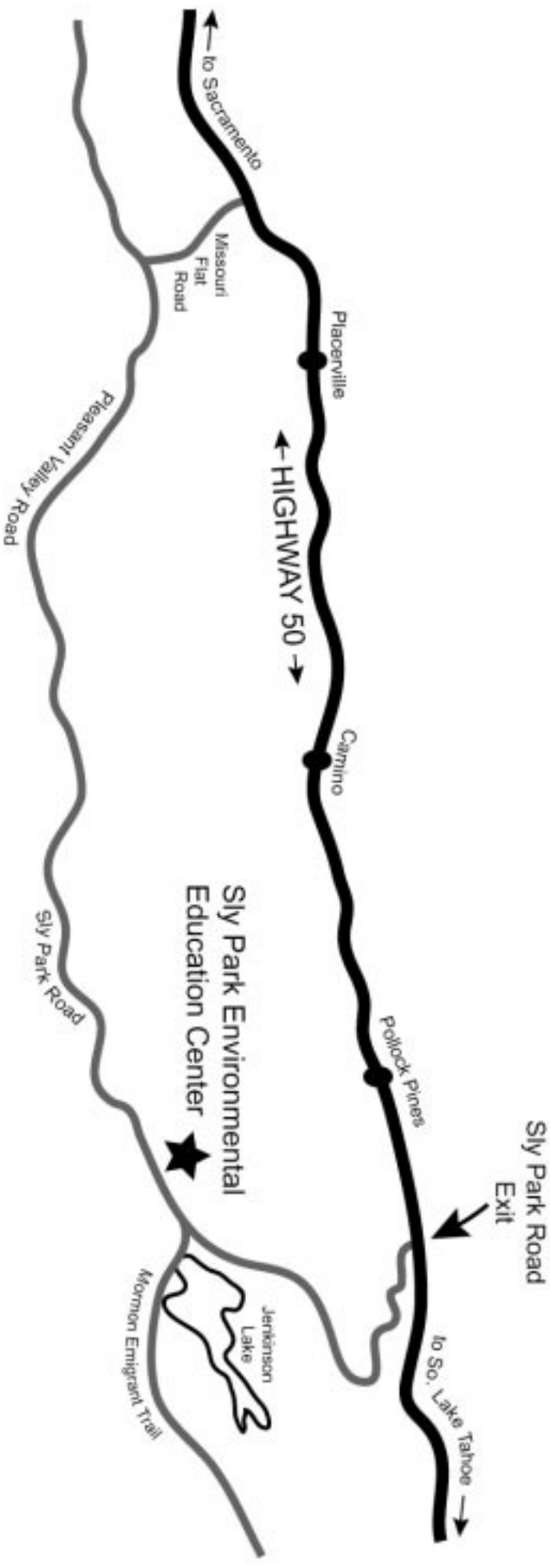
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Sly Park

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& Conference Center



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Vicinity Map

From Sacramento take Hwy 50 east.
Exit Sly Park Road. Turn right.
Follow Sly Park Road 6.1 miles.