



# **Tufts University Mountain Club Loj Group Use Policy**

*This document was created by Charlotte Clarke (2014 Loj Director) and approved by the Tufts Mountain Club Executive Board 2014. It is a revision of the previous Loj Group Use Policy, written by Daniel Hechavarria in 2005 and updated by Arlen Weiner in 2012. This policy is subject to change with approval from the Tufts Mountain Club Executive Board.*

# Introduction

Owned by Tufts University and run by the Tufts Mountain Club (TMC), the Loj serves as a retreat destination for all members of the Tufts community. Many students use the Loj as a base camp for a wealth of outdoor activities including hiking, skiing, swimming, rock climbing, and apple picking, but the Loj is also a space to relax and get to know new people.

There are 48 bunks in the Loj and adjoining Trips Cabin. There is a full-size kitchen and refrigerator, which any visitors are allowed to use at their convenience. Other features include an outdoor fire circle, two full multi-stall bathrooms, a large common room with a wood stove, three bunk rooms (and a swanky trips cabin), and a library with oodles of books and board games. There is also plenty of outdoor gear accessible free of charge to any guest of the Loj including canoes, XC skis and boots, and snowshoes!

The Loj is located in Woodstock, New Hampshire, about two hours north on I-93 from Tufts University's Medford Campus; it is close to Franconia Notch State Park and the Pemigewasset River. The TMC is fortunate to have such a beautiful place to stay in the heart of New Hampshire's White Mountain Region.

Lincoln, New Hampshire is only a quick drive down the road from the Loj. One can find a movie theater, supermarket, plenty of places to eat and go shopping in Lincoln. Mirror Lake — a beautiful small lake with a public beach -- is only a few minutes away in the other direction.

For students who are not familiar with the this area of New Hampshire, a binder at the Loj has information about trips and activities that are easily accessible from the Loj. The binder has everything one needs to know about these trips, such as trail lengths, peak elevations, maps, directions, any fees associated with use, and levels of difficulty. Caretakers and other seasoned TMC members are also great resources if visitors have questions about the activities that abound in the area.

The Loj has a large supply of food. The majority of the food is non-perishable items such as canned soup, pasta, cereal, and pancake mix, but the caretakers buy some fresh items before they arrive on Friday. This food is available to everyone who pays for "Loj Food" during their stay, and should be sufficient for every meal, including bagged lunches for the trail.

**The Loj has been operated by the TMC for over 75 years, and its primary function remains to be a space for TMC retreat and activities. All students are encouraged to use the Loj as individuals and participate in TMC activities, but TMC must limit the number of groups of people with other priorities at the Loj to ensure that the Loj is preserved as a space of TMC retreat. TMC does offer a limited amount of space to other groups. This document outlines the rules by which non-TMC-affiliated groups of people may use the available space.**

## Section 1 – Definition of a Group

A group is eligible to use the Loj and therefore will be subject to the Loj Group Use Policy if it meets the following criteria:

- The group is larger than 5 people or smaller than 25 people.
  - Groups of fewer than 5 people will be treated as individuals.
  - **Groups of larger than 25 people will not be allowed at the Loj during the academic year.**
- The group intends to use the Loj grounds as a location for retreat, meeting, discussion, or practice, and does not plan to participate in TMC activities and culture while at the Loj.

## Section 2 – Reserving the Loj

The Loj can only be reserved by one group on each night that the Loj is available to groups. When a group reserves a night at the Loj, the group can choose to rent a room with six, eight, or ten bunks, or camp on the lawn of the Loj. That specified space, and only that space, will be set aside for the group to sleep in. Groups are welcome to use the common space, the kitchen, the bathrooms, the lawn, and other amenities available to visitors. However, groups opting to camp on the lawn should note that they are responsible for providing their own tents as TMC does not keep tents at the Loj. Visitors who are not affiliated with the group will use common spaces as well and will fill other available bunk space excluding bunks in the room that the group has reserved.

The Loj Director will determine available nights for groups at the beginning of the semester. A minimum of 10 nights a semester and a maximum of 15 nights a semester will be available to groups. Group rates and maximum sizes are negotiable during summer break at the Loj Director's discretion. Groups will not be allowed at the Loj over winter break.

Groups will provide the Loj Director with information about the nights that they would like to reserve, the size of their group, the name or affiliation of their group, whether they will eat Loj food, and the group leader's contact information. The Loj Director will assign groups to available dates. The group leaders must meet with the Loj Director about Loj policies and pay for their stay upon confirmation of their reservation. Group leaders may only reserve the Loj if they are familiar with the Loj Group Use Policy and Loj rules and have signed the last page of this document agreeing to abide by the Loj Group Use Policy and general Loj rules. Updated information about the reservation process is posted at [Tuftsmountainclub.org/loj/groups](http://Tuftsmountainclub.org/loj/groups).

Please note that TMC cannot help provide transportation for groups. TMC vans are for strictly club purposes and are not to be used for groups.

## Section 3 – Paying for the Loj

Fees for group use of the Loj are as follows:

		One Night		Two Nights	
		Food	No Food	Food	No Food
Frostbite Room	6 bunks	\$120	\$90	\$180	\$120
Kool Room	8 bunks	\$190	\$150	\$280	\$200
Cold Room	10 bunks	\$260	\$210	\$380	\$280
Loj Lawn	Up to 25 people	\$50 group deposit required; individuals pay normal Loj fees as listed on the TMC website			

Room rates cover complete fees for all individuals in the group. There will be no reduction in cost for TMC members staying at the Loj as part of a group reservation.

Groups opting for space on the Loj lawn must provide their own tents. The \$50 deposit is required to reserve the weekend for the group, but is refundable upon arrival at the Loj for the weekend, or payable toward individual fees. Alternatively, if the group is a TCU-recognized club or organization, the group can fill out an expense transfer form that will only be completed if the group cancels their reservation after confirmation.

If a group cancels more than four weeks in advance, then their fee will be fully refunded. If a group cancels two to four weeks in advance, all but \$50 of their fee will be refunded. If a group cancels less than two weeks in advance, they will not be refunded at all.

## Section 4 – Caretakers

Every weekend during the semester, there will be two TMC-trained students, called “caretakers,” responsible for overseeing the Loj. The caretakers ensure that the Loj is in working order and that visitors are respectful of the Loj, its neighbors, and its visitors. They remain on the property for the duration of the weekend and are on hand to address any issues that may arise. Only the caretaker may open the Loj, and groups and individuals will not be able to access the Loj without a caretaker present.

Caretakers have two primary responsibilities: to assure the safety of Loj visitors and to maintain a positive Loj culture. The caretakers are the point people should any emergency or other unsafe situation arise. They will be in charge of answering phones, enforcing fire codes and fire safety, collecting trip forms, and using good judgment should an unsafe situation arise. As stewards of Loj culture, they are also in charge of assigning sleeping arrangements, collecting Loj fees, maintaining cleanliness of the Loj, and ensuring that all Loj visitors’ needs are taken care of. Their word is final at the Loj should an issue arise, but they are also valuable resources for visitors. Groups or individuals should feel free to address caretakers with concerns ranging from loud or rowdy visitors to questions about short day hikes in the area.

About a week before a group stays at the Loj, the group leader must contact the caretaker to re-confirm their reservation, coordinate arrivals and departures with the caretakers, and inform them if the group plans on eating Loj food. If the group fails to contact the caretaker about Loj food, TMC will not be responsible for providing food to the group. Caretakers can also provide information about other activities occurring at the Loj that weekend.

## Section 5 – Food

Food is available at the Loj for an additional fee. Food options always include pasta, tomato sauce, rice, eggs, potatoes, tortillas, soup, beans, cereal, Bisquick, bread, PB & J, and apples. Caretakers do not buy meat for the Loj but do buy vegetables in limited quantities for the weekends. Groups may use the resources that they have paid for but should not expect their meals to be cooked for them by TMC or by the caretakers. Groups are expected to clean up any mess that they are responsible for regardless of whether they have cooked Loj food or brought their own groceries.

Caretakers buy food depending on the number of people who are coming up for the weekend, so it is vital that groups pass this information along ahead of time.

## Section 6 – Loj Rules

1. Do not burn down the Loj.
  - Fires and stoves may not be left unattended.
  - Visitors may not smoke within 20 feet of any Loj building.
  - Visitors must note where fire extinguishers and alarm pulls are when they arrive.
2. The caretakers are in charge of the Loj.
  - Scheduled caretakers must be present for the Loj to be in use.
  - Visitors must let the caretakers know ahead of time if they plan to come to the Loj.
  - Visitors must pay caretakers upon arrival to the Loj.
  - Caretakers have final say in assigning bunks and cleaning tasks.
  - Caretakers enforce the rules and have final say in any matter that may arise; visitors' abilities to stay at the Loj are contingent upon obeying the caretakers.
3. Hard alcohol is not allowed on Loj property.
  - The Loj is not a place to get drunk and party.
  - Alcohol consumption by those under 21 is illegal.
4. Visitors must fill out trips forms before leaving on trips
  - Caretakers can help visitors who are unfamiliar with trips forms.
  - Visitors must submit the form to caretakers before leaving on trips.
5. Visitors must take off their shoes inside the Loj and Trips Cabin
  - Shoes must be stored on the shoe racks.
6. Loj quiet hours are from 12am – 8 am; Trips Cabin quiet hours are from 10 pm – 8 am
  - Loj walls are thin, so all parties must respect each other's needs.
7. Visitors all contribute to cleaning the Loj.
  - Visitors should leave the Loj cleaner than they found it.
  - Visitors are responsible for doing their own dishes.
8. Cars must be parked in the Loj parking lot — not along the road.
9. Four non-TMC member guests to the Loj are allowed per TMC member.
10. Visitors are responsible for any damages they inflict on Loj/TMC property.



Go Outside.

## Loj Group Use Policy Agreement

Please print this page, sign, and return to Loj Director. Group reservations are incomplete unless this form has been completed.

Date of Loj Stay:

Size of Group:

Space Reserved: Frostbite (6 bunks) / Kool (8 bunks) / Cold (10 bunks) / Lawn (5-25 people)

Eating Loj Food: Y / N

Amount Paid:

Group Leader:

Group Leader Phone Number:

I, \_\_\_\_\_, have read the Loj Group Use Policy and the Loj rules and agree to abide by the rules specified in these documents.

I understand that I am the leader of my group and that by bringing my group to the Loj, I assume responsibility for ensuring that my group members follow Loj rules. I understand that my ability to stay at the Loj is contingent upon following Loj Group Use Policy and Loj rules, and that if I break the agreements specified in these documents, then I forfeit my right to use the Loj for group purposes in the future.

The above reservation information is correct. I understand that if any of this information changes or if I cancel less than four weeks before my stay, then I will not be refunded for a \$50 reservation deposit. If I change my information or cancel less than two weeks before my stay, then I will not be refunded for any of my deposit.

Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_