

LEMOLO OPERATING PROCEDURES & USE GUIDELINES

Common sense rules, but the following operating procedures and use guidelines were created to help the Beach run smoothly:

A. Summary of Cleaning, Linens, Dishwashing and Other Procedures:

- 1. Clean up your own messes every day you're there.**
2. Follow the **Check List** (which is posted) for final clean up chores when leaving.
3. At the end of your stay, if you don't have a full **dishwasher** load please wash dishes/pans by hand and put them away. If practical the "Rinse and Hold" cycle can be run for at least a 1/2 load for the next family to complete *that you know is coming soon*. But smaller than 1/2 loads should be hand washed. **No dirty dishes should be left in the dishwasher. Don't leave for good with the dishwasher or washer/dryer running.**
4. **Beach linens** used should be washed, dried and put away before you leave. This applies even to sheets slept in once. If this seems impractical for a short stay than alternatives are: sleep in your sleeping bag or bring your own linens to take home and wash. If you have only a couple dirty towels (*and you know someone is coming behind you*), then leave them in the hamper to be washed in a full load later, but **no linens are to be left in the washer or dryer.**
5. The beach has a **spare propane tank** in the Annex garage to back-up the two gas barbeques (three tanks total). At the end of your stay please refill tanks that are 1/2 or less full, and put them back where they belong.
6. Everyone's participation in the major **Spring Clean-Up** and **Fall Shut-Down** is needed although specific chores can be performed on alternative dates other than the "work week-end".

B. Guidelines for Use

Please note that with the new Addition the first two use guidelines are new:

1. No "minor" (under 18 years) can use/sleep in the Addition.

The exception is babies/toddlers and those children still needing to remain with their parents until they are ready to sleep in the Bunk House which is determined by the parents of the child. "Seniority" has preference in using the Addition.

2. Guests must be made aware of **Rules of the Beach (which are posted) at the beginning of their stay, particularly **septic system education**.**

3. "Prime Family Time" for family use only is:

- **Summer**, which starts **Memorial Week-end** through **Labor Day Week-end**.
- **Thanksgiving** (Wednesday through Sunday)
- **Christmas Break** (December 24th through January 1st)
- **President's Birthday Week** (whichever week in February that President's birthday holiday falls)
- **Easter Break** (2 weeks), the week prior and following the Easter week-end.

4. "Non Prime Time" or off-season is generally from the day after Labor Day to the day before Memorial Week-end with exceptions noted for Prime Time Holidays. During Non Prime Time, a portion or all of the cabins can be reserved for one family's use by checking with the Calendar Person. In the future, Lemolo may have a web site where you can view the calendar, but not make reservations without calling the Calendar Person.

5. Inviting Guests during Prime Time. It is possible to have guests during the Prime Time by calling up the six families, and polling them for their plans to determine whether the A-Frame or Addition can be used or if there would be any conflicts. A few guests during the day (in Prime Time) are usually acceptable. Bringing overnight guests or conducting large group entertaining should be handled with a lot of consideration and courtesy to other Lemolo family members.

It would be helpful if the Calendar Person surveyed family members before the summer to determine when families would not be at the beach to show "gaps" in use. In the future this could be posted on the web calendar, but otherwise the Calendar Person should circulate the information to help families plan.

6. "Others" use of Lemolo. Any requested use of the beach by outside groups through a Lemolo Point Associate must be accompanied by the sponsoring family member (adult) throughout this use (if approved). This use generally will not be approved during Prime Time. The sponsoring family member will take full responsibility during this use per the established rules and procedures. The size of the group will be limited by what Lemolo can reasonably accommodate, i.e. capacity of septic system and parking.

7. Use by a Minor. A "minor" is a member of a Lemolo Point Associate family who is still living at home, and is generally under 18 yrs. of age. A parent must accompany any approved use of the beach by the minor for entertaining purposes. (Although each family has the discretion to determine whether their child should be considered a minor or an adult when using the beach.)