

Cabin

Revised September 2014 by Kim Hyatt

The cabin is co-chaired by a Maintenance Chair and an Activity Chair.

Any Chemeketan Member may use the cabin, Thunderbird Lodge. It is located off Highway 22, approximately ¾ mile up Whitewater Road, about 65 miles from Salem and five miles east of Idanha.

The building is owned by the Chemeketans, but the land is publically owned and is leased to the Club by the U.S. Department of Agriculture, Forest Service. The lease is managed by the Detroit Ranger District headquartered near Detroit, Oregon. Both chairs should read and be familiar with the cabin Special Use Permit pertaining to the lease. The permit is kept in the Club safety deposit box. Both Chairs should request a copy from the Club President and have a copy for the Club records.

Maintenance Chair Responsibilities

1. Do repairs, cleaning, and other maintenance of the cabin and surrounding grounds.
2. Obtain, split, and stack necessary firewood.
3. Arrange at least one annual work trip. The Maintenance Chair may schedule a work trip with the Activity Chair without contacting the general membership. There are no rental charges for work trips.

Activity Chair Responsibilities

1. Receive requests for cabin rentals and set up reservations through the Reservation Form in the Cabin section of the Club database. See the Database section, below.
2. If a trip is scheduled for the general membership, such as a trip to get acquainted, submit a write-up to the Bulletin in a timely fashion.
3. Hold the cabin keys.
4. Hand out keys to renters, along with any necessary forms, or make sure that the renter has downloaded the necessary forms. See the Forms section, below.
5. After a cabin trip, collect the keys, the Release From Liability and the Rental Report Form, and submit the rental payment to the Club Treasurer. If the renter has noted any maintenance or equipment needs, report these items to the Maintenance Chair.
6. Submit an annual report of activity at the annual meeting or mail it ahead of time to the club president.
7. Train new Activity Chairs how to use the database to make reservations and prepare

reports.

The Database

Access to the database is provided by a Club database administrator. The Cabin section contains three items. The Reservation Calendar is the page that is available on the web site. It is for viewing only. The Reservation Report gives a report of all rental action for the year. The Reservation Form is used to make, change, and report on reservations.

The Forms

The forms used for renting the cabin are available on the Cabin web page. The Cabin Rules and the Checkout List should be downloaded and used by renters not intimately familiar with using the cabin. Frequent users may not need them. The Release From Liability and the Rental Report Form must both be filled out and returned by all renters.