



**CALIFORNIA ALPINE CLUB
ALPINE LODGE HOSTING MANUAL**

PRESENTED BY THE ALPINE LODGE TRUSTEES

April 12, 2025



Welcome!

Dear Alpiners, Friends, and Guests!

The Alpine Lodge Trustees offer this manual as a resource to you in planning your member overnight/day use or CAC Event. It contains information on keeping your guests safe and comfortable, using equipment properly, and leaving the Lodge ready for the next event.

The first section deals with things you need to know about the physical infrastructure: gas connections and pilot lights, circuit breakers, the sanitizer, disposal of garbage, the septic system, and use of fire extinguishers.

The second section helps you to plan your event, keep it running smoothly, clean up afterward, and deal with financial records.

We welcome your suggestions on making it more clear and useful. Please send your suggestions, in writing, to the Trustees.

Mission Statement

The purpose of the club is: To explore, enjoy and protect the natural resources of our land, including wildlife, forests and plants, water and scenic values; to support and promote educational programs on these and related subjects; at all times, to protect and as far as we are able, to improve the environment in which we live; and to strengthen a sense of community among our members.

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Alpine Lodge – Buildings & Grounds Walking Tour

Let's get familiar with our Main Lodge, the Tamalpais Building, and the outdoor features of our property at 730 Panoramic Highway, Mill Valley.

Each time you visit, you will increase your knowledge of the buildings and grounds. As you accumulate information about the Lodge, you may wish to categorize your newly learned facts by recognizing the various "systems" that are found in and around our buildings. As you observe each distinct area of the property, it may be helpful for you to consider the following short list of systems.

We hope that this list "**H E L P S**" you to become more familiar with the Alpine Lodge!

- H** stands for **Heating** systems
- E** stands for **Electrical** systems
- L** stands for **Lighting** systems
- P** stands for **Plumbing** systems
- S** stands for **Safety** systems

Infrastructure

Alpine Lodge – Main Building

WiFi: **calalpine**

Password: **cachikers**

1) TRAILS NEWSLETTER (& website)

The most recent TRAILS is located on the front entry table or in a box in the Trustees closet. The most recent information is on the CAC web site: <http://californiaalpineclub.org>. Access to the website is granted from the website coordinator and there is a members tab with a section entitled 'Hosting' that houses all CAC working documents including the forms used in this training.

2) GAS – PG&E Emergency phone number 1-800-743-5000 and 911

- a) Main gas shut-off: find the main valve handle outside the kitchen door on the north side of Lodge. For specific building areas, find three designated ball valves in the pantry on the north wall marked, 'Social Hall', 'Main Building' and 'Tamalpais Building'.
- b) The big gas stove with 8 pilot flames in the kitchen has its turn-off lever on the left side of the stove.
- c) The small gas stove has internal electric flame lighters.
- d) The Hertenstein Social Hall has central heating with the thermostat located on the wall next to the light switches and breaker box.
- e) The fireplace in the Hertenstein Social Hall is currently out of order and a new version is coming soon.
- f) The thermostat and on/off switch for heat in the Porch and Living Room area are on the right-hand side by the window between the two spaces. The furnace is in the tool room in the basement of the Lodge.
- g) A gas water heater is in the tool room in the north corner of the basement under the Lodge.
- h) The upstairs bathroom has a gas wall heater. The thermostat is on the inside of the bathroom, behind and above the door.

3) ELECTRICAL - PG&E Emergency phone number 1-800-743-5000

- a) The main breaker box is outside, to the west of the kitchen door.
- b) A smaller and older sub panel is located in the pantry on the inside wall to the North. Above this breaker is the basement key.
- c) The Hertenstein Social Hall has a breaker box on the right-side wall upon entering.
- d) Flashlights are located on the corner desk in the living room. Two battery lanterns are on either end of the Living Room mantle. **DO NOT USE CANDLES OR ANY OPEN FLAME.**
- e) There is **NO NEED** to unplug anything when departing the Lodge, the buildings are grounded and the fire risk is negligible, especially the BUNN Coffee maker.

4) WATER

- a) The far-left kitchen sink has filtered cold water.
- b) The main water shut-off valve is outside the Lodge against the west side wall facing Panoramic Highway. The water meter is located up the slope to the west. These valves supply water to all buildings.
- c) The hot water heater is in the tool room in the basement of the Lodge.
- d) The automatic irrigation system on the north side wall of the Lodge. It should not be tinkered with unless knowledgeable; inform a trustee if it's not working.
- e) The entire building is equipped with a sprinkler system, which gets checked quarterly by a Trustee, once per year by an outside firm.

5) SEWAGE

- a) The Lodge is on a septic system which was revamped in 2003/2004.
- b) Only human waste and toilet paper may be flushed down the drain - NO WIPES or SANITARY PRODUCTS as they will clog the system and cause expensive repair.
- c) No food, grease or alcohol should go down the drain.

6) FIRE EXTINGUISHERS

Fire extinguishers are in many rooms, mounted to the walls. They get checked and certified every year. **In case of a Fire call 911.**

7) SMOKE ALARMS & CARBON MONOXIDE SENSORS

Smoke alarms and carbon monoxide monitors are mounted to the ceilings throughout the buildings. Please do not move them.

8) KEYS & LOCKS

- a) Each building has a keyless entry system with a unique 4-digit code assigned for each event. Keep doors locked during your stay unless you can visually confirm who is entering. Non-members occasionally wander in.

Lock all doors using your code at the end of your stay.

IMPORTANT: Smart locks **do not** lock automatically—always secure the door behind you.

- b) The basement key is hanging above the breaker box in the pantry. Do Not Remove from the Lodge.

9) GARBAGE & RECYCLING

- a) On the west side of the building are 2 grey garbage bin. Fill the can closest to the main entrance first.
- b) There is one large blue-lidded recycling bin for clean paper and cardboard. There are two brown recycling bins for clean plastic, glass or aluminum. Green is ONLY for yard waste, food scraps, and food-soiled paper and cardboard from the kitchen (not from the bathrooms - that paper goes in the trash). Load recycling materials rinsed and loose, not in plastic bags. See added diagram on p. 10.

10) TELEPHONES

- a) You might hear the phone ringing in the back hallway during your stay. Members wanting to stop by or who have a question often use this line to reach someone at the Lodge.
- b) Please answer **“Alpine Lodge, how can I help you?”** or **“Alpine Lodge. This is...”**
- c) Refer callers to the Trustees if there are Lodge related questions you cannot answer. This is also a reliable way to have people call you if you have a weak cell signal.
- d) The Alpine Lodge number is (415) 380-8250.

11) AUDIOVISUAL

- a) The Hertenstein Social Hall has a portable, battery charged PA system that can be used by Bluetooth or USB. There is a cordless microphone available.
- b) There is a large projection screen attached to a rafter in the center of the Hall for viewing projected images. (Projector not provided) To pull down the screen look for the pole with a hook, located in the Northwest corner by the light switches.
- c) A smaller, projection screen is in the Living room above the door going to the bar. There is another free-standing screen on-site.

12) KITCHEN

- a) The sanitizer is not for washing dishes, but for sanitizing dishes with very hot water after they are washed and riced by hand. There are directions in the kitchen document holder on the wall in the kitchen and there is a [video link describing usage on our webpage](#).
- b) There is one main refrigerator in the kitchen, one guest fridge in the pantry, a small fridge in the basement and another fridge in the main area of the Tam Building. Check the temp if you plan to use it, and turn back down when you leave.
- c) The main coffee maker is the large Bunn coffee maker on the counter along with the hot water kettle for tea. There is also extra coffee equipment under the toasters. Please keep all clean and dry and leave coffee maker turned ON when you leave.
- d) The cold water tap at the 2 hole sink is filtered.
- e) In basement underneath the Lodge: one freezer, pantry cabinet, & supply shelf. Chaffing dishes are kept in the Social Hall basement.
- f) Extra event wine glasses are in the basement, some are kept in the kitchen. Any breakage must be reported to trustees to replace.

Tamalpais Building

WiFi: **cactambldg** Password: **cachikers**

1) GAS

- a) The shut-off valve is on the outside of the building, on the north-west corner.
- b) The water heater is at the west end of the basement in a closet, next to room #5.

2) ELECTRICAL

- a) The breaker box is in the basement on the West end of the building, on the right side of the wall.
- b) There are room heaters in each bedroom with instructions and must be shut off when unattended.

3) FIRE EXTINGUISHERS are in many rooms, mounted to the walls.

4) SMOKE ALARMS & CARBON MONOXIDE SENSORS

Smoke alarms and carbon monoxide monitors are mounted to the ceilings throughout the buildings. Please do not move them.

5) WATER

The shut-off valve is on the outside of the building, on the north-west corner.

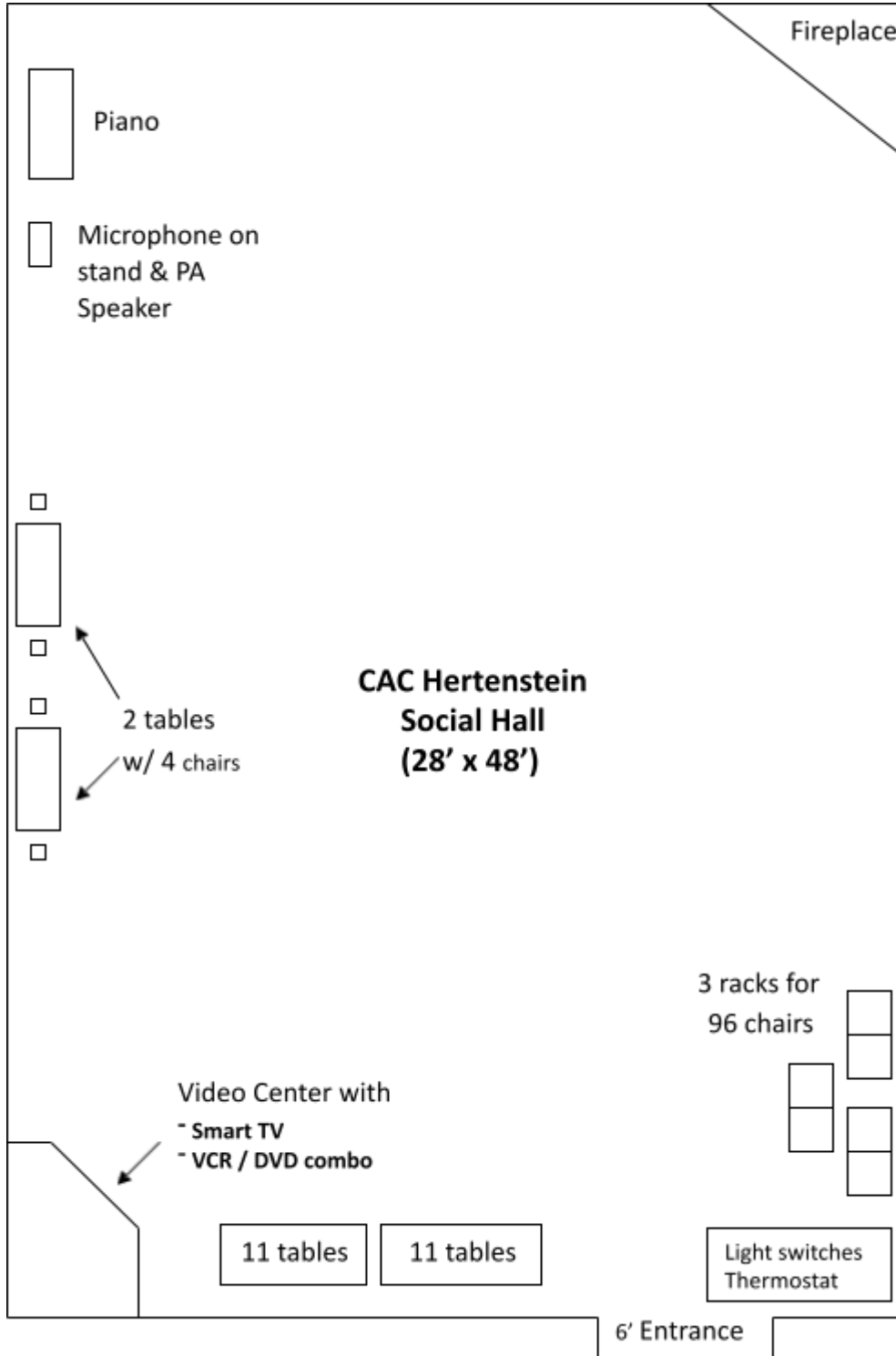
6) SEWAGE

The Lodge is on a septic system which was refurbished and repaired in 2021 at great expense. Only human waste and toilet paper may be flushed down the drain.
NO WIPES or SANITARY PRODUCTS.

7) RECORDS SAFE

A fire resistant safe is in the basement of the Tam building. Keys are with officers and in the Trustee key cabinet.

Alpine Lodge Hertenstein Social Hall



Garbage & Recycling Procedures

GARBAGE

All kitchen garbage and bedroom and bathroom waste containers should be emptied as part of the clean-up procedure after each Lodge event. New plastic liners should be placed in all containers. You may use plastic bags TEMPORARILY IN THE TWO KITCHEN CANS LABELED "RECYCLING and PAPER." **HOWEVER, YOU MUST EMPTY THESE BAGS IN THE OUTSIDE BINS and THROW THE PLASTIC BAGS IN THE TRASH.**

- 1) Two gray garbage bins are located against the wall on the west side of the building. The garbage bins should be filled from left to right.
- 2) The event host should check the garbage and recycling bins after the building is cleaned and make sure all items are in the correct bins.

RECYCLABLE MATERIALS

- 1) CAC supports all efforts to reduce waste and conserve resources through recycling and composting. We request everyone using the Lodge to be eco-conscious and recycle as much as possible. Food scraps and food-soiled paper and cardboard can go into the GREEN bin outside.
- 2) **INSIDE THE LODGE**, all recyclable Materials: glass bottles, tin cans, and containers should be collected separately from the garbage and dry paper products. Two small plastic garbage bins for this purpose are located in the kitchen. Small recycling bins are located under the large sink.

Plastic bags can only be used TEMPORARILY to hold recyclables. Bottles, cans, and containers should be rinsed before recycling. Cardboard cartons should be cut up or crushed. ***No plastic bags EVER*** in the outside recycling and green-waste bins.

Food scraps go into a food waste bucket on the counter, then are emptied into the green can outside.

OUTSIDE THE LODGE, Alpine Lodge has **ONE CLEAN PAPER/CARDBOARD BIN (blue lid)**, **ONE BOTTLE, CAN, CONTAINER BIN (brown)**, **AND TWO COMPOST/YARD WASTE BINS (green)**.

NOTE: Plastic bags are all NEVER ALLOWED in these bins, only in the gray GARBAGE bins.

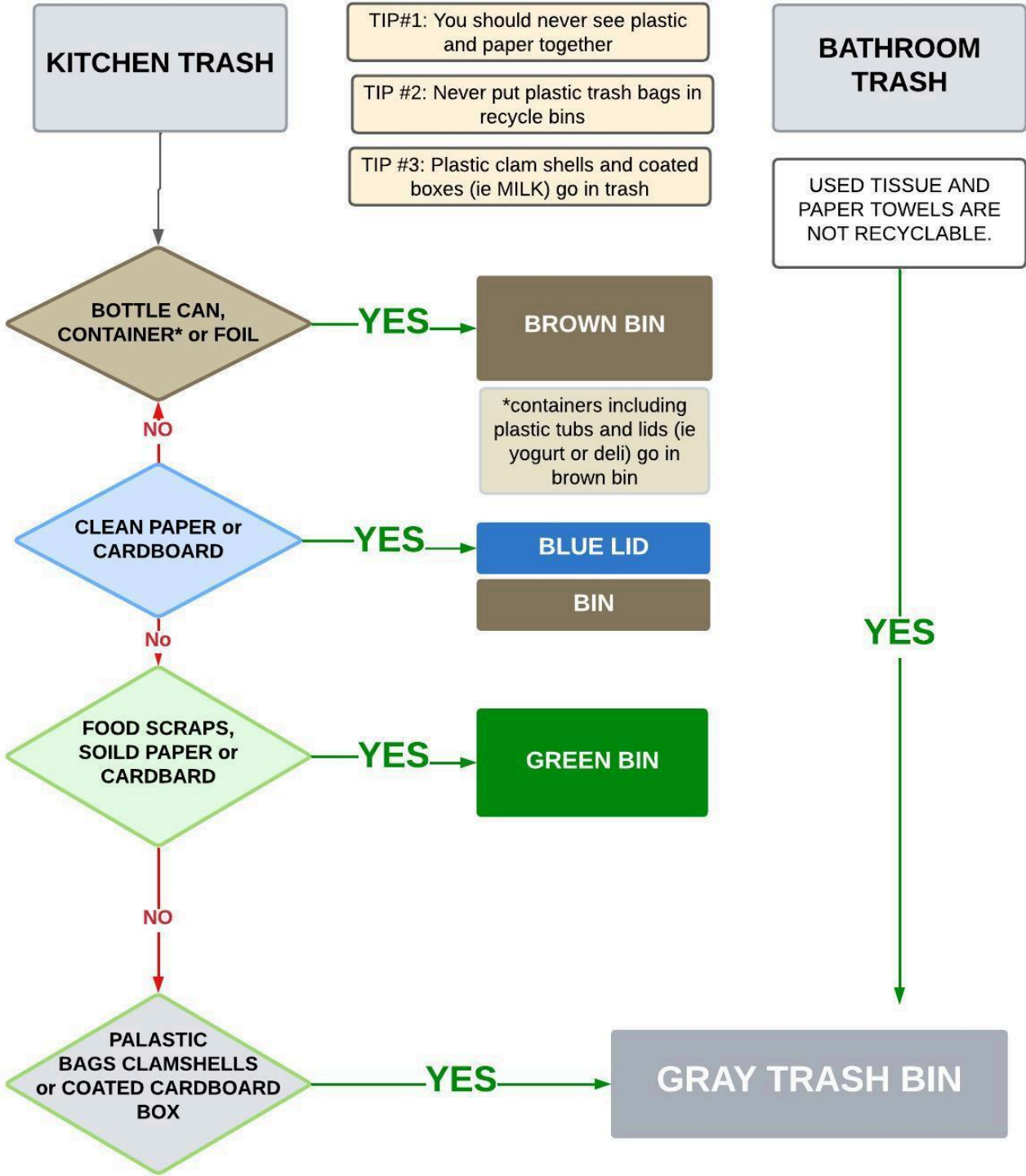
- 3) **Recycling materials should be dumped into the corresponding bins.**
(See chart on page 11).

The Host should ensure that everyone in attendance is familiar with these procedures. All garbage and recycling is collected early Thursday mornings.

NOTE: Hosts can also pack out their own recycling if they are still unsure as to how to sort.

GARBAGE & RECYCLING Fees – Any incorrect sorting can result in a \$25 fee.

ALPINE LODGE DUEL STREAM RECYCLING



AP NOV 24 LUCID

Alpine Lodge Septic System

The Alpine Lodge septic system includes two septic tanks with pump systems, one for each building, a control panel and an aerobic treatment unit under the porch of the Main Lodge, and two subsurface drip dispersal fields on the slope behind the main Lodge and social hall.

The following are some important guidelines to care for our particular septic system.

- 1) Instruct all dishwashers to carefully *pre-scrape all grease* into the trash, so as not to let it go down the drain. The Pacific fog is beautiful on Panoramic Highway, but “FOG” (fats, oils, and grease) is the nemesis of a septic system. It clogs the pores in the soil where storage and treatment occur! Pre-wipe utensils with paper towels, if necessary.
- 2) In general, do not allow solids of any kind to go down the kitchen drain. Also, do not pour alcoholic beverages down the drain. Empty these into coffee cans on the kitchen counter. These can be emptied into the yard at the end of your stay/event.
- 3) Soaps must be septic safe. Please do not buy different products for the lodge as they may adversely affect our septic system. **Do not use anti-microbial or anti-bacterial soap!**
- 4) Employ water conservation. Our system is designed to handle a maximum of 1,000 gallons per day. If possible, do not use a lot of water at one time-, and spread-out use.
- 5) If you notice a leaky faucet or toilet, contact a Trustee immediately!
- 6) Do not let the water ‘just run’ in the sink while washing dishes, brushing teeth, etc.
- 7) **If the alarm sounds on the septic system panel, immediately text call a Trustee for help:
First, text and call: Amy Pertschuk (415) 686-5990**

Next, text and call: Jon Betthauser (415) 845-0454

Make sure you get through to some live person before you leave the Alpine Lodge.

Do not unlock the control panel or change any settings– call a trustee.

Thank you for keeping our septic system humming along smoothly.

And again, NO WIPES or other products down the drain!

Please PASS the Fire Extinguisher

Oh, my! Something's burning and maybe I can put it out!

I've got an extinguisher, but now what? Be quick!

Just **P.A.S.S.** the extinguisher:

Pull the safety-pin and nylon breakaways from the valve.

Aim the nozzle at the base of the burning material, where the fire is hottest.

Squeeze the valve-trigger to start squirting extinguishing material.

Don't invert or tilt the extinguisher body too far to the left or right.

Sweep the base of the flames as you expend the extinguishing material.

Use it all up!

If successful, clean up the mess and notify Trustees that it needs to be recharged.

Otherwise, get away and call 911 !

OVERNIGHTS

Reservation Procedure for Alpine Lodge

1. Check the online calendar to see if your desired dates are available. If there is already an event scheduled, please contact the host to sign up for their overnights and/or coordinate use. The online calendar can be found at <http://www.californiaalpineclub.org/calendar/> (requires member login.)
2. Events at the Alpine Lodge are highlighted in green or red for Club events, click on the title for more information. If there is already an event scheduled, please contact the host to sign up for their overnights and/or coordinate overlapping use.
3. Fill out the Online Scheduling Request <https://www.californiaalpineclub.org/events-inquiry/alpine-lodge-scheduling-request/>
4. As we are one club with a variety of events, all overnights should be flexible with shared use. First host on calendar will have some discretion in accepting overlap use depending on their group's size, needs, and activities.
5. Please note: the calendar reflects both the arrival date and departure date, not only the nights stayed. So, the departing group will be listed on the calendar with the time they are departing the morning they leave, and another group can be scheduled to arrive that afternoon the same day, sometimes overlapping.
6. The Scheduler will confirm dates with you within 72 hours and send you the forms, event listing on online calendar. If you do not get a reply, please reach out again in a timely manner, and include Wendi Olmstead, the back-up scheduler wendiolmstead@comcast.net or call (707) 478-9344.
7. **Remember to contact the Scheduler to request a door code within 5 days of your stay.** Please lock all doors with your code at the end of your stay and keep doors locked during your stay if you are unable to see who's entering. It's not uncommon for non-members to wander in. **NOTE: Smart Locks DO NOT lock automatically behind you.**
8. If you would like to organize and host an activity for members at Alpine Lodge (Hiker's Weekend, Crafting Weekend, etc.) please submit your online request three months in advance so that we can promote your event in TRAILS.
9. Once approved, your overnights at Alpine Lodge will be posted on the Alpine Lodge Calendar. Members will contact you directly to sign-up and/or coordinate overnights when you are hosting.
10. Hosts requesting exclusive use must fill out the Private Use Agreement which includes a liability waiver and secure the dates with a non-refundable \$200 deposit.

Hosting Guidelines

IMPORTANT: Before you start, make sure you have the most recent version of the Host Training Manual (HTM) and the latest hosting forms and discard all others. The manual is updated twice a year in April and November. The latest version is April 2025.

You'll find the HTM and all necessary forms on the hosting page of the CAC website:

[Visit the CAC HOSTING PAGE on the website.](#)

Note: You are not required to retrain to host at Alpine Lodge, but if you have not hosted or attended a hosted event since 2020, many things have changed. You should review the manual and reach out if you are unsure of changes to operations at the Lodge.

After your event is on the calendar:

- 1) **Write** a blurb about your event for the Trails Newsletter to encourage attendance.
- 2) **Reply to requests and track sign-ups.** Keep a list of member names, dates and times of arrival, departure, and room preferences, if any, and let them know the duration of your stay, dates and times, so that they can plan accordingly. You may choose to use the Alpine Lodge Member-Associate Log to track signups. Try to accommodate all requests, including prospective members who may use an overnight stay to qualify for CAC membership. However, you are not required to host a family gathering of 20, a Sweet 16 birthday party, or a college reunion unless that sounds like fun to you.

Sample Reply eMail - in quick start guide [Host Sample eMails.docx](#)

- 3) **Assign Rooms before or after arrival, it's up to you.** However, people do cancel at the last minute so if you are assigning rooms beforehand, you may want to require a deposit or prepayment. Especially if they are requesting a particular room.
- 4) **Send a reminder the week before your event.** Include basic info for your overnights.

Sample Reminder eMail in quick start guide [Host Sample eMails.docx](#)

- 5) **Within 5 days of your event, contact the Scheduler to request a 4 digit door code**
donatabo@hotmail.com

When you arrive:

6) Welcome

- a) Greet members and have them sign in on the log
- b) Confirm room assignments and provide the door code
- c) Allocate areas for food storage
- d) Coordinate kitchen use

During your stay:

- 7) **Set aside time to review a few basic FAQs with your guests, either together or individually**
 - a) Parking etiquette
 - b) Keeping the doors locked

- c) Septic system, trash & recycling
- d) Be prepared to sign application forms to confirm prospective members' participation, at their request.

8) Complete the Inventory checklist and email immediate needs to: Wendi Olmstead
wendiolmstead@comcast.net

9) The night before your guests leave, collect any outstanding fees and fill out Associate Member forms and Membership Applications (if any).

- a) All payments should be made directly to YOU (Not Alpine Lodge).
- b) You can choose to accept Cash, checks, or online payments.
- c) As a host, you may also be asked to sign a prospective member's application for CAC membership, listing your event as a qualifying event. Qualifying events include CAC social events and member-hosted overnights.
- d) If your event qualifies as a social event for prospective members, enter the event name and date, and sign their application as a sponsor.
- e) Associate members should keep their Associate Member Enrollment Form & Coupon to receive a discount on their enrolment fee.

10) Oversee Leave No Trace

As the Host, you are responsible for monitoring and supervising all cleanup and following all checkout procedures. For this reason, one host must be identified for each event with check-out times documented on the calendar for follow-up.

After your stay:

11) Finish filling out all of the hosting forms and submit them within 10 days of your stay.

- a) Email or Snail-mail your host report and forms with ONE PAYMENT from you.
- b) ONE Check to **ALPINE LODGE** or
- c) VENMO: **@Alpine-Lodge** (NOT @Alpine-Lodge1) the last 4 digits of the cell phone number associated with the account to confirm the correct account is 9344.
- d) Please note the date of your event on the payment.
- e) **Do not send multiple checks from guests.**

Must include

- f) **Alpine Host Report – Events/Overnights and/or**
- g) **Alpine Host Report Day Use Form**
- h) **Alpine Lodge Member – Associate Member Log**
- i) **Associate Membership Enrollment & Coupon**
- j) **Alpine Leave No Trace Check Out Form**
- k) **Alpine Inventory Essentials**

If you have any questions before, during, or after your stay, you can call or email **Wendi Olmstead** or email wendiolmstead@comcast.net

Enjoy your stay!

Alpine Lodge Use Policy

Alpine Trustees want CAC members and guests to feel welcome and knowledgeable about using Alpine Lodge and the Tam Building for personal as well as club events. To facilitate this, here are some parameters for events and overnights to help guide planning:

- 1) Overnights must have a trained host accompanying; host is responsible for proper cleaning and closing of the lodge and Tam Building and all paperwork and payments.
- 2) If a host finds the lodge in a less than ideal state when arriving, report conditions to trustees to follow up with the previous party.
- 3) Any repair or inventory must be emailed in a timely fashion to Alpine Trustees or through the online after-event form on the CAC website (not yet posted).
- 4) Members' Day use: if a CAC member would like to visit the lodge during the day, and is not host trained, they can come while another host is present with permission, or request access from Alpine trustees at the trustees' discretion.
- 5) Incorrect trash bin sorting results in a \$25 per can fee from the waste management company and will be assessed from the prior host regardless of who placed the trash in incorrect bins.
- 6) Host-trained members who schedule overnights and day use of the Lodge pay standard use fees along with others.
- 7) *Waivers of overnight fees are granted to hosts that:*
 - a) Participate in an Alpine Lodge Work party – Either the night before or the night after a scheduled work party. (Fees for Members who volunteer for work parties are also waived.)
 - b) Serve as CAC Event host or chef – Either the night before or the night after
 - c) Are Host approved CAC event staff - Either the night before or the night after (1 member per night)
 - d) Serve as Innkeeper - Either the night before or the night after open house
 - e) Are Awardee and one family member - before and/or after the Annual Awards Dinner
 - f) Are the Host of a member-organized activity or event open to all members

Note: event *must be scheduled three months in advance* to qualify

This Alpine Lodge Use policy is a working document and can be changed as needed to clarify members' use. Check the website regularly for current documents and policies.

OVERLAPPING EVENTS AT ALPINE LODGE

Unlike Echo, exclusive use of Alpine Lodge has been infrequent. In recent years, there has been minimal use by large groups on a private basis, so Alpine Lodge Trustees have promoted a more club-like, shared attitude towards overnight use of the Lodge. Unless absolutely necessary (ie wedding, memorial, large gathering) we encourage groups to overlap in an agreeable fashion.

To this aim, we have installed a fridge and microwave in the Tam building allowing for groups to remain completely separate if needed. The first host on calendar has discretion. Alpine Lodge Trustees also believe a maximum of 4 separate groups can overlap with minimal disruption by:

- 1) Divide the Main Lodge sleeping in 2 halves, agree to only use one toilet room and one shower per group;
- 2) Divide the Tam building into 2 areas: Room 6 & 7 (Jack and Jill Suite), Room 4 can be used by the Suite party or the remaining Rooms 1-3.
- 3) Plan meal, fridge, kitchen or kitchenette use to not overlap.
- 4) Utilize outside gathering areas much as possible or allow relaxation time in one of 4 areas: Main living room, second floor living room, dining porch and the hall.
- 5) Divide cleaning task and departure procedures to allow staggered departures while completing the "Leave No Trace" check-out process, including areas unused by either group.
- 6) Payments can be bundled but are encouraged to remain separate, with each host on the calendar, stating their groups use areas, and submitting forms and payments for their own party following their stay.

Fee Structure for Alpine Lodge Accommodations

Lodge capacity is 100 persons with overnight accommodations for 36 persons.

1) OVERNIGHTS

- a) Overnight Member fees are \$26/night,
Associate Member fees are \$26 plus \$10.00 associate membership fee(= \$36.00/night).
CAC members in good standing can pay overnight charges for their guests at the standard rate and forego associate membership dues.
- b) Exclusive use of the lodge requires a minimum of \$310 weekdays/\$360.00 weekend per night, allowing for other lodge overlap if all beds aren't filled.
- c) Spontaneous overnights are not a separate category at Alpine Lodge. Overnights can be reserved 24 hours or more in advance with no outward time limit.
- d) Member overnights can allow other CAC members to request to join the overnight from the host. The host decides if the overnight is compatible with their event and can refuse or deny. Trained hosts can overlap with other events, respectfully, allowing space and shared facility use as appropriate.

2) DAY RATES

Member: \$4 per person, Guests: \$7 per person & must include a trained host for indoor access. A minimum donation can replace the day use fee to simplify accounting as appropriate.

3) CHILDREN

- a) Under 4 years of age: No charge. No Associate Membership.
- b) Between ages 4-18: Half adult member rate. No Associate Membership.

4) PRIVATE EVENT DEPOSIT

A \$200 deposit is required for private events with a large number of non-CAC participants. Must be submitted with a Private Use Agreement which includes a Release of Liability form. Private event insurance is encouraged. Deposits will be refunded after paperwork is submitted, check cleared, and Leave-No-Trace verified.

5) LINEN AND TOWELS

Available for \$2 per person donation per item and must be laundered and returned. Located in the main building linen closet just outside the bathrooms next to the fireplace.

6) OVERNIGHT FEES for CAC SPONSORED EVENTS

Standard Alpine Lodge overnight fees apply for members and guests. A-gratis Lodging before and/or after a BoD sponsored social event will be offered to the Head Chef and one other member of the event team at the discretion of the event Sponsor and Host. A-gratis Lodging before and/or after the Awards dinner event will be offered to the Awardee plus one guest.

DAY USE NOTE: If at a CAC-sponsored event, members can attend without day use fees. The CAC Board pays a use fee to Alpine Lodge for CAC events, thus there is no need to pay to use the deck after a Sunday hike for those who participated in the hike.

Others who want to stop by for a quick bite or hike on their own need to follow proper opening and closing procedures, pay a day use fee, submit the form, and have an identified trained host on the calendar.

Associate Member: A non-member, sponsored by a member, can become an Associate Member for the duration of the Lodge stay by filling out the Associate Member Enrollment Form & Coupon and paying \$10.00 per day. This form is a coupon, good for one year, which can be used as partial payment of the entry fee.

Leave No Trace Check Out List

Alpine Check Out List / Leave No Trace			
Please use the following checklist to verify leaving the lodge as if the maid had just left.			
Current Host completing this form:			Date:
Please provide ALL Inventory needs BEFORE the end of your stay to Trustee Wendi at wendi@lmstead.comcast.net			
Y/N	Area of Lodge	Y/N	Area of Lodge
	Upstairs Sleeping Quarters:		South Exit:
	Windows Shut and Locked		Floors Clean
	Vacuum Under Beds		Curtains Closed
	Trash Cans Emptied		Door Locked
	Bedding Straightened		Eating Porch:
	Lights Turned Off		Floor Dust Mopped and Clean
	Upstairs Bathrooms:		Windows Shut and Locked
	Sinks, Toilets, & Mirrors Cleaned		Tables Clean
	Showers & Floors Cleaned		Sign-in Table Tidy
	Trash Cans Emptied & Relined		Living Room:
	Heater Turned Off		Straighten Couches/Pillows
	Soap/Cleaning Supplies Refilled		Vacuumed
	Paper Products Restocked		Radio & Lights Off
	Shower Curtains & Mats Washed		Shut Doors
	Upstairs Common Area:		Kitchen:
	South Door Locked		Microwaves Clean
	Fireplace Turned Off		Coffee Maker Clean
	Floors Vacuumed		Soaps Filled
	Lights Turned Off		Counters Cleaned
	Social Hall:		Sinks Cleaned
	All Windows shut and Locked		Dishes Sanitized and Put Away
	Back Door Shut and Locked		Stoves Clean and Turned Off
	Floors Swept and Mopped		Griddle & Grease-Catcher Clean
	Close All Curtains		Floor Mopped and Clean
	Heater Turned Off		Sink Windows Shut and Locked
	Lights Turned Off		Fridge Empty and Shelves Wiped
	Social Hall Bathroom:		Hot Pads and Aprons Laundered
	Window Shut and Locked		Trash Cans Emptied & Relined
	Toilet, Sink, Mirror, Floor Clean		Recycle Cans Emptied & Clean
	Trash Can Empty & Reline		Shades Pulled Down
	Cleaning Supplies Restocked		Pantry:
	Soap/Cleaning Supplies Full		Fridge Empty and Shelves Wiped
	Paper Products Stocked		Pantry Door Locked
	Light and Fan Tuned Off		GREEN FRAMED light switches ON
	Deck :		Check Basement Key is in Place
	All Chairs Stacked and Covered		Lights Off
	BBQ Cleaned, Covered		Lost and Found:
	Gas Turned Off Behind BBQ		Items Marked with Name/Date
	All Doors Locked		Items Placed in Tub
	Notes: (Was Anything Found Unlocked/Unkept/Out of Place?)		
	Incidents/Remarks: (Does Anything Need Repair/Service/Replacement?)		

Revised 11/2024 - WO

Sunday Morning Accommodations & Parking Policies

We are one club with many members, and sometimes our events overlap. As a club we try to provide space for more than one group to use our club facilities comfortably.

Sunday hikers need to access the Lodge every Sunday to gather and prepare for the hike. This policy provides space for more than one group: Overnighters will make the dining porch, Social Hall bathroom and south hallway available to hikers from 8:45-10:00 am with a low profile. There is no hiker use of the upstairs whatsoever.

Parking Consists of:

NORTH PARKING LOT (the one with slanted slots near the kitchen) has nine marked slots.

SOUTH PARKING LOT (the larger lot near the Social Hall) has spaces for five tandem slots (two cars in tandem in each slot) near the Lodge and six single slots along the access road to our neighbors to the south. The first two tandem slots nearest the Lodge building (four parking spaces) are reserved for overnighters, making a total of thirteen for the overnighters. The other three tandem slots (six spaces) and the single six slots (for a total of twelve spaces) are reserved for hikers.

Please park efficiently to fit 16 cars in the south lot. If the reserved spots are unavailable, you must find other Mt. Tamalpais parking such as along the road or in the lot less than 1/2 mile up (towards the Fire Department, across from the Inn; no overnights). Cars will need to move before 8:30 in the morning to follow this policy. If parking tandem behind someone you do not know, leave your name and phone number on your dash. If parking while not at an overnight event, leave a "CAC member" note on the dash. Questions about this policy can be directed to the Accommodations Coordinator, Alpine Trustees or the CAC Board.

NEVER OBSTRUCT ROADS AND DRIVEWAYS.

12' CLEARANCE behind your vehicle IS REQUIRED FOR EMERGENCY VEHICLES to pass.

DO NOT BLOCK NEIGHBOR ACCESS FOR ANY PERIOD OF TIME.

REPORT ANY UNPLEASANT NEIGHBOR INTERACTIONS TO TRUSTEES IMMEDIATELY.

DO NOT MESS WITH THE MAILBOXES OR BLOCK NEIGHBOR ACCESS.

KEEP DRIVEWAYS USABLE TO ALL.

Club Events -CAC Board

Hosting Guidelines Before the Club Event

SCHEDULING

Perhaps you have been asked to host a traditional club event; maybe you have an idea for new event. In either case, check the current Alpine Lodge Calendar on the CAC website to see that your preferred date is available. Confirm your date with the Scheduler to begin planning your event.

BUDGETING

Net income to the Lodge should be: 100% of Lodge overnight fees.

Projected Expenses should include costs of:

Food

Decorations, including plastic tablecloths, if needed

Name tags and, if desired, place cards

Dishwashing and cleaning services

All costs should be included when setting the event fee.

OVERNIGHT FEES for CAC SPONSORED EVENTS

Standard Alpine Lodge overnight fees apply for members and guests. A-gratis Lodging before and/or after a BoD sponsored social event will be offered to the Head Chef and one other member of the event team at the discretion of the event Sponsor and Host. A-gratis Lodging before and/or after the Awards dinner event will be offered to the Awardee plus one guest.

PUBLICITY

Prepare an enthusiastic article for **TRAILS** and a brief listing for the "Alpine Events Schedule".

Deadline for TRAILS is the 5th of each preceding month. For example, material for May TRAILS is due April 5. If there is time, do a follow-up article.

Include:

Name of event

Costs for members /associate members for dinner/overnight/meals.

Times of Breakfast, Happy Hour and Dinner and any other activities.

Name, address and telephone number of **Reservation Person** to whom checks should be made payable and sent.

Deadline date for reservations.

Describe **music and entertainment** if either is to be provided.

Ask for **volunteers** to help with event.

Required event volunteers include:

Trained Host

Parking Monitor Chef

Set-Up

Clean-Up Supervisor Overnight

Coordinator

ALCOHOLIC BEVERAGES

CAC is not licensed to sell alcoholic beverages. Members are welcome to bring beverages for themselves and to share.

PARTICIPANTS

A sit-down dinner in the social hall can accommodate 80 people. There are beds for 36 people in both buildings. (See diagrams in Events Exhibits)

FACILITIES

There are rectangular tables and folding chairs stored in the Social Hall. Each table seats six to eight people. They may be set up singly, in pairs, or two long rows.

The dining porch has four rectangular tables seating up to 40.

The deck contains four round, glass-topped tables with umbrellas, 32 deck chairs, and a gas barbecue.

OTHER EQUIPMENT

In the Kitchen:

Stainless steel utensils, plates, cups and glasses for up to 90.

Two large electric percolators of 85 and 40 cup capacity and a Bunn coffee maker. Two gas stoves, two refrigerators, two sinks, and a sanitizer.

Soup bowls in the metal draws in the kitchen.

Basement: Wine glasses & other supplies.

PARKING

23 cars may be parked in the North and South lots. On the south side an additional row of cars may be tandem parked in the first 5 spaces closest to the South Door.

Limit parking on the south end to permit clear access to Marin View Road.

PARKING MUST BE MONITORED ON GROUPS OVER 20. Driveways and right of way to neighboring driveways cannot be blocked, there must be 12-foot clearance for fire safety.

TELEPHONE

There is a phone located by the south door. The building internet line number is **415-380-8250**.

Each host should politely answer the phone if it rings, introducing themselves stating 'Alpine Lodge, this is _____' and respond graciously.

STAFFING

1. **Delegate!** Do what you enjoy and do well.
2. To get in touch with **Helpers**, ask CAC Registrar for a computer copy of the CAC roster with phone numbers and e-mail addresses.
3. Will you need meal planners, food buyers, cooks for hors d'oeuvres and for dinner, coffee and dessert helpers, kitchen helpers and clean-up helpers?
4. How many **Servers** will be needed? Will food be served buffet style or family style at the tables?
5. Find a **Reservation** person for dinner and overnight accommodations.
6. Find **Breakfast Cook** from among overnights.
7. Find someone to **Decorate**. Ask Trustees where the decorations are located before each event.
8. **Dishwasher:** The host is responsible for organizing a dishwashing crew. Please conserve water, especially hot water.
9. Find **Clean-up crew**. As a rule, you may need **one clean-up person for every five dinners**.

Coordinating the Event

- Hosts and volunteers should arrive early in order to have plenty of time to prepare.
- Check in with cook and helpers to **assign duties**; a big written chart is helpful.
- Manage the **timing** of food preparation.
- Advise head cook and table setters of the **firm number** of diners.
- Host and cook confer about the precise **starting time** of dinner.
- Schedule time for **hors d'oeuvres** and other refreshments to be put out.
- Have **fireplaces** lit.
- Start coffee, allow at least 20 minutes to warm up.
- Put chafing dishes in place; water needs pre-heating.
- Check Sternos and serving utensils and/or serving dishes should be warmed in small oven.
- Advise dessert, coffee/tea (cream and sugar) volunteers when to go into action.

TABLE SET-UP & ARRANGEMENTS

- For fire safety, **no candles may be used EVER in the lodge**. Please plan candle-free decorations or use electronic candles.
- Decorators will need someone to help set up the tables in the Social Hall. Ask one or two other members to help. Consider setting up tables the day before the event, as it takes time if the lodge use permits.
- Plan on a table for appetizers. Consider using the dining porch.
- Cloth tablecloths are available for use in the upstairs linen closet.
- Suggested set up: tables in three rows, on the diagonal in a herringbone pattern. Or two long rows of tables, depending on your numbers.
- When using chafing dishes, put them on separate tables. There are seven chafing dishes in the basement under the Social Hall.
- Sterno lights are a fire hazard and will not be stocked or stored at the lodge. Please plan accordingly.
- Set up a separate table just for the coffee urns, cups and dessert.

CAC EVENT FINANCES – BEFORE LEAVING

Collect receipts for volunteers' expenses; **pay** them now or later by mail. The receipts are needed for expense reimbursement for the Alpine Treasurer.

- 1- **Checks for Lodge Events must be made made payable to the Host (NOT CAC, NOT ALPINE LODGE).**
- 2- Attendees who are not members need to fill out the Associate Member forms if they stayed overnight and PAY THE ASSOCIATE MEMBER FEE OF \$10 pr night.

All Hosting materials are stored in the Trustees closet: top drawer of the file cabinet. Forms can also be found at the corner desk in the black file holder as well as the website under members & hosting tab.

End of CAC Event Cleanup

- ✓ After left-over food is returned to the kitchen, ask people to take it home.
- ✓ **Do not leave** ANY prepared left-over food in the refrigerator.
- ✓ Wipe down both **refrigerators** after throwing out old food and consolidating remaining food items.
- ✓ Rinse out **coffee** urns.
- ✓ Clean **stove tops** and ovens with grill stones.
- ✓ **Clean outside BBQ** if used
- ✓ Clean **chafing dishes** & warmers, put in boxes and return to basement under Social Hall.
- ✓ Put **recyclable** items and trash in outside designated bins.
- ✓ Put **garbage** into outside bins. Re-line kitchen waste - containers with plastic liners from pantry.
- ✓ Leave **no food waste** inside the kitchen!
- ✓ Clear off **kitchen counters**.
- ✓ Return **sharp knives** to sharp knives' drawer or hang on knife magnet on the wall.
- ✓ Wipe off or launder **tablecloths**, fold and return to upstairs linen closet.
- ✓ Clean tables and chairs, fold and place them on stands and return to side wall.
- ✓ Return decorations.
- ✓ **Clean** Social Hall floor and dining porch floor, including mopping.
- ✓ Tidy up the **living room**: fluff up pillows, vacuum etc.
- ✓ **Clean and wipe down bathrooms** and place extra toilet paper, paper towels and refill hand soaps.
- ✓ **Empty vacuums**
- ✓ Empty **wastebaskets** and reline with plastic liners from pantry. Leave extras.
- ✓ **Straighten out** bedspreads, fluff up pillows, and return beds to same places as before event.
- ✓ See Alpine Lodge Checkout List/Leave No Trace

Please leave the Lodge like “the Maid has just left”.

CLOSE UP the LODGE

- ✓ **Turn off** lights, turn off heat, Turn off fireplaces.
- ✓ **Lock** all doors securely.
- ✓ **Close and lock** all windows.
- ✓ **Wet-mop** kitchen floor.
- ✓ **THANK EVERYONE WHO HELPED!**

Overview of Host Report Forms

Check the website for the most current forms. <https://www.californiaalpineclub.org/hosting/>

Print at home before your event. You can use the printer in the Host Closet to make copies as needed.

Host Report forms provide documentation for IRS purposes and give our treasurer the information needed to keep accurate accounts.

1) Alpine Host Report — OVERNIGHTS & EVENTS and/or DAY USE

The treasurer will not reimburse money advanced or accept a check for net proceeds without this form and the respective receipts.

2) Alpine Lodge Event Member/Associate Member Log

Please fill out one line per attendee, including children.

3) Alpine Leave No Trace Check Out Form

You may use this as a cleaning list. The Host is responsible for double checking that all tasks were completed before leaving.

4) Alpine Inventory Essentials

Please check the status of all items on this list and add anything else not on this list that is needed.

5) California Alpine Club Associate Membership Enrollment & Coupon and Membership Applications

If there are prospective members (Associate Members) at your event who are planning to join the club within the next year, please provide them with the Associate Membership Enrollment & Coupon form. Associate Member/s can fill out, retain and send in the coupon with their Membership application for a discount.

Reminders:

ONE Check to **ALPINE LODGE** or VENMO: **@Alpine-Lodge** (NOT @Alpine-Lodge1) and must be mailed within 10 days with forms 1-4 above.

Please note date of your event on payment.

Early California Alpine Club History

Written by Verna Steele West, September 16, 2008

The Alpine Club is organized with an elected Board of Directors and appointed Committee Chairmen, incorporated in 1936 with legal help from Hilary Crawford, Sr. The Directors handle club affairs, own the properties, publish "Trails", establish dues, etc. Since the beginning, the club has depended on men and women volunteering skills, time, and resources for the benefit of all. We are fortunate to have the Minutes in our files since 1914.

The two lodges, Alpine on Mt. Tamalpais and Echo Summit overlooking Lake Tahoe operate independently, responsible for their own finances, each with elected Board of Trustees, reporting to the CAC Board of Directors.

The club started before 1913 as a YMCA hiking group. During February and March of 1913 the San Francisco "Call Bulletin" published a series of articles on outdoor recreation. Upon invitation of the writer of the articles a few people met Sunday mornings for hiking trips in the San Francisco Bay Area. In April a club was formed under the name of the newspaper. Officers were elected, a constitution and by-laws adopted, and arrangement made for printing a schedule of weekly trips. Most people came from San Francisco or Oakland by ferry to Sausalito, then by train to Mill Valley for the hikes on Mt. Tamalpais. There was a "Hikers Retreat" in Mill Valley where lockers could be rented and showers were available. The Mt.

Tamalpais Railroad, built in 1896, operated from Mill Valley to the top of Mt. Tam until 1930. One member wrote of hiking up as far as West Point Inn, then riding the "gravity cars" back down, winding around Double Bow Knot.

Taken from an article in the 1920 "Trails" by Norma Holroyd Pinther: "At the annual meeting April 16, 1914, President Frank Allen presiding, a reorganization was effected. All connections with the newspaper organization were severed, and the present name "The California Alpine Club" selected." Subsequent meetings were scheduled for the 1st Sunday of every month at the hike lunch destination. Names of prospective members were read at each meeting. (43 joined during the year before April 1915). Many decisions were made and later some changed. June 7, 1914 at Rodeo Lagoon, the Club adopted the "Arrowhead" emblem still used today. Decision was made to print "Local Walks" schedules twice a year May to November, November to May. Quarterly Meetings were to be held in April, July, October, January. Dues for the club year 1914 were paid by 84 people. These might be considered "founding members"? No list of Charter Members (if one existed) has yet been found.

At the Annual Meeting April 4, 1915 five new officers were elected, Al Pinther, President, Alice Cazasus, Secretary. None of the 1914 officers were re-elected. September 13, at a "Special" evening meeting, the new Constitution & By-Laws were adopted. The object of the club: "To make excursions into trailed and un-trailed portions of California for the purpose of bringing the people of the cities out in the open, and the full enjoyment of the natural wonders of the State; to aid in every way possible, the preservation of woods, streams, game and natural features of the country".

November 7, 1915 there was another evening Special Meeting at Polito Hall (rented for \$4.50) to elect a Board of Directors required by the new constitution. There were 5 elected from 15 nominees. Al Pinther presided over this first Board of eight men and two women. A photograph of the "First Board of Directors" is on the wall in Hertenstein Hall.

Al and Norma Holroyd Pinther were lifetime supporters of the Mountain Play, founded in 1912, as well as the Alpine Club. Many members took part in the productions each year. William Kent deeded the land which is now the Mountain Theater in 1915. Art Blake, with help from members of the Tamalpais Conservation Club and Alpiners, spent a summer building the amphitheater. A list of the first 10 plays appears in the 1922 issue of Trails. The Mountain Play has grown with the Alpine Club and still maintains its connection.

The first "High" trip was to climb Mount Whitney in 1916 and place the register on top. At least 18 more peaks had been climbed and registers placed by 1923. Bill Halliday organized numerous of the trips in the Sierra. He died in 1952 in the hospital in Bishop after collapsing on the trip to Lake Sabrina.

The first "Annual Outing" to the Sierra was in 1919. 37 members went by train to Porterville, truck to Tule River, hike to the pack station at Camp Nelson to join 20 pack animals for two weeks in the Kern Canyon area. The outing was held at Echo Summit Lodge in 1952 when the Lodge was purchased.

74 out of 206 club members served in the military in WW1, 1916-1918, including Alice Casazus, a telephone operator. Anita Franz (West) and Norma Holroyd (Pinther), worked for the government in Washington DC. A "Sweet Box" committee was established, Beth Stripling, Chairman. All the addresses were obtained. The girls met once a week at homes on both sides of the Bay, writing letters, contributing 10-12 boxes of homemade goodies which Beth picked up, sorted and mailed. At Christmas every boy received a gift. The committee was still active in 1952. At almost every meeting one or more of the "boys" resigned from an office or committee because of having been called to service. The Club voted to suspend their dues when leaving for the front.

The Halliday boy's (Bill, Chris and Archie) stationery store at 2506 Mission Street served as the first office and information center. Later, in 1923, it moved to Bill and Marie's gift shop at 37 Powell. The club eventually shared space with the Tamalpais Conservation Club at 525 Pacific Building, moving to the Flood Building in 1978. CAC records were moved to Alpine Lodge in 1987, now stored in the Tam Building

By the 1920's membership had grown to 252. Initiation fee was \$2.00 and annual dues were \$2.00. Attendance at Club affairs was very high - from 60 to 100 on most occasions. There are photos of large groups hiking together. Their "Camp Craft" show registered more than 600 visitors in 1921. Men helped clear roads and make new trails. Bay area walks or social events were scheduled nearly every weekend interspersed with longer trips further away. There were even occasional "moonlight" walks. The Club was sometimes referred to as the California Alpine Matrimonial Club. A Ski Trip to Truckee via Donner Pass by train was very successful as were trips to the Pinnacles, Mt. Hamilton, La Honda and Pescadero. Joint events were scheduled with the Contra Costa Hills Club, Sierra Club and others.

Very beautiful volumes of "Trails" were published 1920-23 containing detailed stories about trips with fine photographs, poems, lists of members, financial statements, schedules of walks and of particular interest advertisements of many members. Porter Griffith drew cartoons and the cover ad for the

West-Franklin-Pinther "Forest Lodge" which served as the mountain get-away until the late 1940's before Echo Summit Lodge.

In the early 1920's the members began thinking of finding a permanent home on the mountain and held a variety of fund-raising events, parties, dinners and dances. Harry Hertenstein located the stone walled "cabin" on Throckmorton Ridge with views of both ocean and bay that was for sale. In a letter dated 2/25/83, Jules Sigrist wrote that he met Harry coming out of a Club meeting discussing the purchase of the cabin, but not enough money available. They went up to look at it and Jules decided to loan the \$1700 to make the purchase. He named Harry Hertenstein, Tim Murphy (Club President) and Bill Halliday (past President) as Trustees and Owners. The same letter also mentions Vic Hahn and William Fankhauser as deserving much credit for the early success of the lodge. Other records indicate the cabin was purchased from

U.C. Professor Turner whose bride was not enamored with his mountain retreat so he chose to sell it.

With almost all volunteer help they gradually added the women's dormitory, porch, kitchen, septic tank, showers, and purchased an adjoining property for a men's dormitory. Oscar Cook had a plumbing business; Clyde Williams, electric appliances; Sam Deal sold insurance; Hilary Crawford, legal advice. Harry Hertenstein was a "founding" member, an architect with a shop on Florida Street where much construction took place. His shop also became the storage place for all of the camp equipment and supplies.

Harry and Alma were among the life-long supporters of the Alpine Club. In 1952-54 he designed and helped build the recreation hall at Alpine Lodge. He was also one of the first Trustees of Echo Summit Lodge from 1952-56. CAC was an early member of the Federation of Western Outdoor Clubs. Many member clubs donated "stones" for the Recreation Hall fireplace.

There were more than 460 members in 1951 when the CAC By-laws were amended (with a lot of opposition) to allow the acquisition of a mountain lodge. The "youth" group of the club, chaired by Hilary Crawford, Jr. raised money and searched for a ski lodge. Gladys Peyser first suggested the scenic area off Highway 50 overlooking Lake Tahoe. Jean Miller, Ken Wiltz, Hilary and others skied in and located a place for sale in 1951. A larger group came in the summer, including Dr. Budd Smith, Gail Lindlow, Verna Steele and Harry West. Some of the "old-time" members also came to inspect the place and the decision was made to purchase Echo Summit Lodge from Mr. and Mrs. Butler for \$10,000. The lodge consisted of a small grocery store, dining room, kitchen, 9 rooms and two bathrooms on the second floor and an unfinished attic, heated by two wood burning stoves on the first floor. Al Pinther loaned \$5000 and with money already raised the building was purchased in July 1952. Dr. Budd Smith was the first Trustee Chairman, holding office for 27 years. Harry Walter West was one of the first five Trustees and served for 35 years followed by his daughter Judy (the first woman) for 15. Ray Sommer has been serving since 1982.

Many of the Alpine Club men and women who started the club, Charles and Esther Andresen Blake, Sam and Tense Sullivan Deal, Harry and Alma Schirmer Hertenstein, Al and Norma Holroyd Pinther, Al and Evelyn Reese Tunzi, Anita Franz West (Harry P. died in 1947), Casper and Anna Zwerlien were also the ones who supported the younger members obtaining the ski lodge.

Over the years there have been many alterations and additions to Alpine Lodge. The large "Hertenstein Hall" was finished in 1954. The deck was added in 1995 after the dining porch was enlarged. There have been other updates and modernizations over the years - a unisex bathroom on the main floor, new

bathroom on the second floor, kitchen updates and a lot of attention paid to décor and comfort. There have been changes and updates in the Tamalpais Building, now with some separate rooms as well as a men's dorm. A new sprinkler system in the upstairs bathroom of Alpine Lodge went off unnoticed for several days and completely flooded the floors both up and down stairs. The resulting damage resulted in redoing the old floors, ceilings, emptying the kitchen and repainting and also refinishing the Recreation room floors.

The major expense was installing a complete new Sewer System in 2003 partially paid for by an assessment for all members.

As of 2008 there have been 74 Presidents, most serving one year terms. 16 served for two years and Ray Sommer 1961-63 and Laurence Kornfield 2001-03 served for three. Officers are elected for one year terms, Trustees for three years. We have located photos of all except one.

I have chosen to include some names in this document, most of which were "founding" members and continued their support for the Alpine Club the rest of their lives and some have members of their families still living and active. For every name mentioned there were dozens (hundred's) of people working along side or in the background.

Archives are stored in the Tam Building. The Trails on file are filled with anecdotes and stories that are very interesting.

Sources of Information:

Caroline Waldear joined in the fall of 1916. Encouraged by Win Hayward and Margaret Dormeyer in 1982-1983 she asked for stories, biographies, memories, from many early members. She edited and rewrote some of them (making some errors) and wrote her own stories. Included in the History published in 1983 are some old photos, including some from the West family. The booklet was "Xeroxed", resulting in poor quality photos, but the stories are wonderful. There is a copy in a white binder at Alpine Lodge.

1914-1919 Book of Minutes from the Archives in the Tam Building

CAC "1920 Trails", page 1, "California Alpine Club, by Norma Holroyd Pinther" Copies of Trails, Reunion Programs and other written material in West family files Muriel Less brief History for the Alpine Lodge Hostess Manual 2003.

My husband's father, Harry Phillip West was a member of the YMCA youth group in 1912 and was a member of the first Board of Directors in 1915. His mother Anita Franz joined in March 1917 and was Secretary in 1919. They both kept albums of photographs, hers labeled, his not. Some of those earliest members were life-long West family friends and there are many photos over the years. I joined in 1952 and was more active at Echo Summit until recent years. I also have taken many photos, labeled and mounted in albums.

Verna Steele West
9-16-2008

Equipment Use and Cleaning:

Vacuum Cleaners

The vacuums are located in different areas, most often found in...

- The social hall by the light switches
- The host closet under the stair case in the main building.
- The main building upstairs just before the bathroom, and in the Tam building common area.

Remember to

- Empty the vacuum canisters into a trash can before you take out the last bag of garbage to the bins outside
- Check the vacuum heads for clogs.
- More Basic directions will be shared soon.

BBQ WEBER GRILL


Our new outdoor grill is ready for summer chefs, and we ask that you help us keep it clean and ready to go for everyone after your visit.

Before firing it up,

- Make sure that the grease tray and catch pan underneath are empty. Both pull out and can be cleaned in the kitchen. Clean these after the grill has cooled off.
- Double check that the gas is turned off when the grill isn't in use.
- More Basic directions will be shared soon.

Sanitizer Operating Instructions

PLEASE READ THESE INSTRUCTIONS CAREFULLY!

1. **Make sure that the Sanitizer is empty.**
2. **Check that the GRAY PLUG is in place inside at the bottom.**
3. **Do not put any soap into the Sanitizer.**
4. **Press the “ON” button.**
5. **Press the SHORT CYCLE button:** 
6. **Wait for the water to heat up – about 15-30 minutes.**
7. **Start button will turn GREEN when it’s ready.**
8. **Scrape all food off dishes into food waste bins.**
9. **Fill middle sink basin with hot soapy water to wash all dishes, then fill left sink basin with hot clean water to rinse all dishes, & load into racks.**
10. **Put one of the racks into the Sanitizer & press the GREEN “START” BUTTON.**
11. **When the cycle finishes it will read “END”; remove rack and place on counter to the left of the sinks to air dry. Repeat with all racks until all dishes are sanitized. DO NOT PUT DISHES AWAY UNTIL THEY ARE COMPLETELY DRY.**
12. **After the last load, **remove the GRAY PLUG** from inside machine on the bottom.**
13. **Close the door, then press & hold the drain button until you hear it start draining.**
14. **After it’s finished draining, the Sanitizer will shut off automatically.**
15. **You can now replace the GRAY PLUG.**
16. **Text and call Trustee Jon Betthausen if there’s a problem: (415) 845-0454.**
17. **Please wash, rinse and dry the sink tubs when finished.**

Alpine Lodge Member Private Use Agreement

Please review the Alpine Lodge Private Use Policy below. Your event dates will be confirmed once this Agreement is returned to the Alpine Lodge Forms Coordinator with your deposit. Trained host members wishing to use the lodge for private use should check the Alpine Lodge calendar for available dates. To request a reservation, fill out the online request form within two weeks but no earlier than six months in advance.

DEPOSIT: A deposit of \$200 is required to lock in the accommodation. Deposit should be mailed to Alpine Lodge forms coordinator with this form. The deposit will be refunded after your event when Event Forms are submitted, reviewed and approved.

Cancelation policy: Private event deposit fees are non-refundable except for special circumstances such as severe weather conditions or death in the family.

Fri - Sat: \$26 per person per night, **\$360 minimum per group**

Sun - Thurs: \$22 per person per night, **\$310 minimum per group**

Non-member adults also pay the additional \$10 a day Associate Member dues.

Per person fee applies to adults and children 18 and older. Children 4 – 18: \$13 per night.

No fee for children under 4.

EVENT DETAILS

Event Title: _____

Trained Host Name: _____

Address: _____

Phone: _____

eMail: _____

EVENT DATES:

Arrival after 12:00pm	Day of the week	Month	Day	Year
Departure before 12:00pm	Day of the week	Month	Day	Year

YES () As a trained host, I agree to follow all Lodge procedures including Leave No Trace.

*REMINDER: At the end of your event please fill out the **Private Event Form**, the **Event Liability and Member Log**, and the **Associate Membership Enrollment & Coupon** for each associate member attending your event.*

Acknowledgement of receipt: DO NOT FILL IN. This section will be completed by an Alpine Lodge Trustee and returned to you.

The following Alpine Lodge Trustee hereby acknowledges receipt of the \$200 for the dates listed above.

Trustee Name

Signature

Date

Release & Waiver of Liability & Assumption of Risk Agreement

FOR GOOD AND VALUABLE CONSIDERATION, including permission to participate in any and all activities related to my lease of the California Alpine Club, Alpine Lodge, I, for myself, my successors, heirs, assigns, executors, administrators and guests;

Agree that prior to participating I will inspect the facilities, equipment and areas to be used, and, if I believe any of them are unsafe, I will immediately advise the person supervising the event, activity, facility, or area.

Acknowledge that I fully understand that my and/or my guests' participation may involve risk of serious injury or death, including economic losses which may result not only from my own actions, inactions, or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, the rules of play, or this type of event or activity;

Assume any and all risk of personal injury to myself and my guests, including medical and hospital bills, permanent or partial disability, death, and damage to my property, caused by or arising from my or my guests' participation in this event or activity;

Covenant not to sue or present any claim for personal injury, property damage or wrongful death against the California Alpine Club, its Directors, Officers, Trustees, Members, or agent(s) attributable to my participation and or the participation of my guests in the event or activity;

Release, waive, discharge and relinquish the California Alpine Club, its Directors, Officers, Trustees, Members, or agent(s) attributable to my participation in the vent or activity from any liability, loss, damage claim, demand or cause of action against them arising from or attributable to my participation and/or my guests' participation in the event or activity, whether same shall arise by their negligence or otherwise;

Warrant that I, and my guests are in good health and have no physical condition that would prevent me or my guests from participation in this event or activity;

THIS DOCUMENT RELIEVES THE *CALIFORNIA ALPINE CLUB* AND OTHERS FROM LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH, AND PROPERTY DAMAGE CAUSED BY NEGLIGENCE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN VOLUNTARILY.

The name below must match that of the signee on the Member Facility Use Agreement.

Print Name

Signature

Date

Additions to Leave No Trace

- Check out on or before the date and time indicated
- Comply with Local noise curfew; 10:00 PM SHARP. No live or amplified music on the deck, inside Social Hall only.
- Maintain security of the buildings and grounds during your occupancy
- Monitor parking, cars not blocking neighbors' driveways, and leaving 12 feet clearance
- No smoking allowed in or near the buildings
- Do not exceed the Legal Seating Capacity for the social hall, which is 92 persons maximum
- Do Not put alcohol down any drain, WHICH IS VERY BAD FOR OUR SEPTIC SYSTEM
- Pay for any breakage including windows and scratches to the hardwood floors
- Provide all your own food and beverages for your event
- Take all your food with you, please!
- Dispose of all garbage and recycling following posted Lodge instructions. Any excess garbage which cannot be placed securely in the receptacles provided must be removed from the premises.
- Return All furniture, beds, lights should be back in their original positions.
- Follow leave no trace check out list.

Reminders:

Alpine Lodge has no paid staff. As a volunteer organization, we rely on members, like you and your group, to maintain and care for our facility.

- Ten days prior to your event, email scheduler asking for your requested code to be activated and a group code created.
- Please use your door code on your final exit instead of using the lock icon on all smart locks.
- Please remember to pull the plug on the sanitizer before pushing the drain button.
- Please remember to empty the vacuum cleaners over a garbage can.
- Attendees will pay you and you will collect all fees and write one check to Alpine Lodge.
- Within 10 days after your event, you will send in all required forms.
- Your reservation and cleaning deposit will be refunded after your paperwork is submitted, your check clears, and Leave no Trace is verified.

Please fill out all three forms

1. Member Use Agreement
2. Waiver of Liability
3. Additions to Leave No Trace Agreement

4. Mail check to Trustee

Wendi Olmstead
1444 Sunrise Parkway
Petaluma, CA 94954

If you have any questions, contact Wendi Olmstead wendiolmstead@comcast.net, 707-478-9344.

I have read, understand and agree to the above.

Name of person responsible for facility use (print or type)

Signature

Date

Associate Membership Enrollment & Coupon

California Alpine Club is pleased to extend Associate Membership to:

_____ (name, address & phone number of individuals)

as sponsored by:

_____ and
_____ (signatures of two sponsoring members)

for a period beginning _____ (enter first date of event or activity).

Associate Members agree to support and further the purposes of the Club as provided in the by-laws and understand that this membership expires _____ (enter final date of attendance).

This event covers _____ days (enter the number of days of occupancy).

The daily dues rate is \$10.00 per day per adult, \$20 per day for a couple (dependent children are free); thus the amount of dues paid for this membership period is \$_____
(Multiply the daily-dues-days times the daily rate, pay the dues to Host so that they may be remitted to the Club).

This form is a coupon, good for one year, which can be used as partial payment of regular Club membership entry fee. Associate dues paid may be subtracted up to the total cost of the one-time entry fee which is \$20 for single and \$30 for joint membership.

Agreed by: _____ (signature of enrollees)

Approved by: _____ (signature of event-host to whom dues were paid)

CAC By-law Quote:

“Section 2-Membership Classes i) Associate. Upon sponsorship by two voting members, upon payment of daily membership dues ... and upon agreement to support and further the purposes of the ... Club, Associate members shall have the right to fully participate dues may be applied toward the entrance fee ... within one year from date of participation”

Please provide one copy to Associate Member and one copy returned with payment.

Host Planning Worksheet

RESERVATIONS

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MEAL PLANNERS

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FOOD BUYERS

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HORS D'OEUVRES COOKS

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DINNER COOKS

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COFFEE & DESSERT HELPERS

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KITCHEN HELPERS

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KITCHEN CLEANUP HELPERS

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DISHWASHERS

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California Alpine Club Incident Report

Date:

Prepared by:

Names, phone numbers, and relationships of people involved:

Location:

Reported to whom:

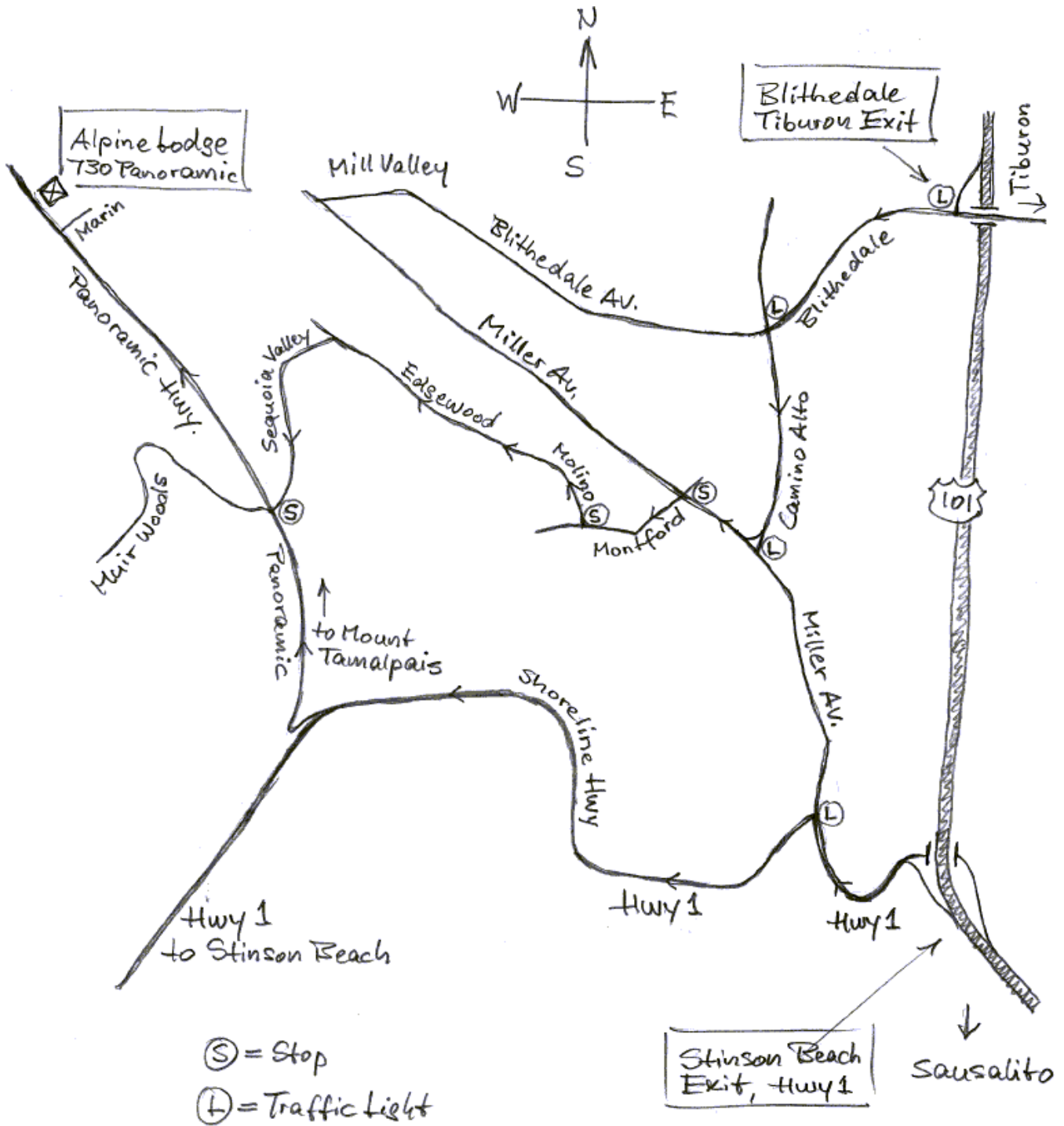
Description of incident:

Other comments:

Directions to the Alpine Lodge of the California Alpine Club

730 Panoramic Hwy., Mill Valley, CA 94941

415-380-8250



4/6/02 SL

