

# BULL POND RENTAL COTTAGES

## Standing Operating Procedure

### 1. GENERAL:

The Bull Pond “complex”, located 5 miles from Round Pond off Rt. 293, consists of two self contained cottages, the Stone House and Guest House, a sand beach swim area with aluminum raft, paddle boat, canoe and V-bottom row boat moored at the boat house with pool table and boating amenities.

a. Stone House: consists of sleeping accommodations for four (4) persons, (one king sized bed and a pull out couch with double mattress) Amenities include a full service kitchen (stove, microwave, refrigerator, coffee pot, toaster, sink, dishes, glassware, pots and pans, and utensils and seating for 6), bathroom with shower, living room with satellite dish TV/DVD and screened front porch overlooking Bull Pond. It is equipped with heat and 911 activated telephone (938-4224) and no air conditioning. The fireplace is **not** operational and is off limits for use.

b. Guest House: accommodates five persons (three single and one double bed), is equipped with heat, satellite TV/DVD, 911 activated telephone (938-3234), full bath and kitchen with refrigerator, gas range, microwave toaster, sink, dishes, glassware, pots and pans, and utensils, seating for 5 persons. No Air conditioning.

### 2. ELIGIBILITY:

All renters must be authorized IAW Army Regulation AR 215-1 and be 21 years of age or older. Eligible personnel may NOT sponsor usage to another person(s) without approval from the Coordinator, Outdoor Recreation. Proof of eligibility is required upon securing a reservation.

### 3. RESERVATIONS:

- a. Reservations are accepted on a lottery basis conducted at Round Pond for Active Duty Military ONLY starting April 1<sup>st</sup> each year. Reservations will continue for all other eligible personnel on a first come first serve basis starting the following Monday after the lottery
- b. Payment in full is due at time of lottery

### 4. CANCELLATIONS:

Campers unable to use their Bull Pond reservation are committed to securing an eligible replacement to assume their reservation. **Contact the Round Pond Office, 938-2503, to record reservation/camper changes.** Round Pond will assist campers in securing replacements through waiting lists and post media. **No refunds will be granted.**

### 5. CHECK-IN/CHECK OUT:

Check-in is 2:00 PM & checkout at 10:00 AM on Mondays and Fridays. Exceptions to these times may be coordinated during the confirmation call as stated above. **All check-ins and checkouts are at Bull Pond.**

#### **6. RENTER RESPONSIBILITY:**

- a. Contact Round Pond two weeks prior to arrival date to confirm reservation. Notify admin Staff of any changes to original reservation information.
- b. Control of all occupants and visiting guests.
- c. Restoration and accountability of facility, contents to original condition and location upon departure. (Cottage equipment, furniture or bedding are **NOT** to be used outside of the buildings) a joint inventory will be taken by the camper and a Round Pond staff member. Campers are liable for loss or damages incurred.
- d. Security of the Bull Pond facility during the entire reservation period.
- e. Observe the policies governing Bull Pond and laws established by the State of New York for consumption of alcoholic beverages, (must be 21 years of age).
- f. Police entire building, grounds, removal of all food and trash upon departure.

#### **7. AMENITIES:**

- a. Bedding is provided for each bed, including blankets, sheets, pillows/pillow cases.
- b. Bath towels, cleaning products and utensils are provided based upon cottage occupancy.
- c. Utilities are propane gas, 110V electric and chlorinated well water.

#### **8. WATER FRONT:**

- a. **Swimming is at the camper's risk, no lifeguard available. Boaters are to WEAR life Jackets at all times.**
- b. Fishing is encouraged: angler's age 16-adult must have a current NYS fishing license and West Point permits (available at Round Pond). All fish kept are to be recorded in the "Reporting Box" located at the entrance gate to the Bull Pond complex.

#### **9. MISCELLANEOUS:**

- a. Open fires are permitted using the fire rings provided. Fires in outdoor BBQ grills will be made with charcoal only.
- b. **PETS & WEAPONS ARE PROHIBITED** at the Bull Pond Complex. Violators will forfeit their remaining reservation if discovered during staff spot checks.

#### **10. EMERGENCIES:**

Occupants are to contact the Round Pond Office, 938-2503 in the event Of an emergency concerning facility repairs, problems and services, hrs of operation are 8am – 5pm daily. After hours the DPW can be contacted at 938-2317 for emergencies. For Medical emergencies contact 911.