

WELCOME BROCHURE SELF-CATERING ACCOMMODATION



Guide for a Merkenveld- friendly stay

(The Volunteer and Staff Team of Merkenveld thanks you in advance for complying with these rules and instructions)

SCOUTS EN GIDSEN VLAANDEREN VZW **MERKENVELD**

MERKENVELDWEG 15 • B 8210 ZEDELGEM-LOPPEM • T +32 (0)50 27 76 98 • MERKENVELD@HOPPER.BE

WWW.HOPPER.BE/MERKENVELD • REKENING IBAN BE45 4762 0352 5189 • BIC KREDBEBB

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MAIN HOUSE RULES

GENERAL

- Inform all leaders about the contents of this brochure, and make your members aware of it
- Keep it quiet and clean, safe and environmental-friendly
- Do not bother our neighbours, remain quiet and polite, do not ring any doorbells of the neighbouring houses
- Do not use drawing-pins, staples or nails on the windows, doors, woodwork or trees. The day-rooms are equipped with stab-boards on the walls
- Only paper-tape is allowed to expose posters
- Required to bring a fitted sheet, pillowcase and sleeping bag (or instead of a sleeping bag possibly a sheet, Merkenveld has a (limited) number of blankets)

PARKING GUIDELINES

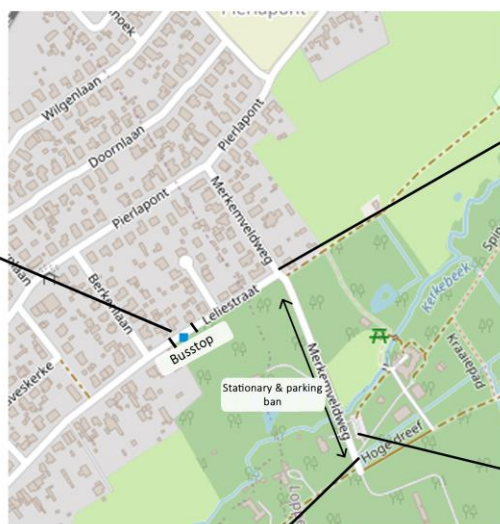
- Merkenveld is car-free, parking is only allowed in the parking lot, and along the nearby streets; be careful where you park along the streets (see photos and explanation)!!
- In the Merkenveldweg, from the intersection with the Leliestraat towards Hopper parking, there is a stationing and parking ban!
- Prohibited from parking on a two-way road opposite another stationary or parked vehicle when this would make it difficult for two other vehicles to cross;
- Have a parking attendant post in the Merkenveldweg, when parents bring/pick up members;
- Give us your license plates on arrival so that we can warn you if you are parked illegally;
- If your group comes with its own bus, we ask you to park it only on the bus parking lot (see map) and not to drive any further, not even for loading and unloading; there are carts available to unload luggage and/or materials.

Parking along the street is possible,
provided you observe the following regulations:

- 1) Parking in the direction of travel
- 2) No parking in front of driveways



- 3) Parking is prohibited less than 15 meters on either side of the bus stop sign



- 4) Do not park in the bend and as long as there are white continuous or interrupted lines

Parking Hopper
Merkenveld

**HOPPER
MERKEN
VELD**

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NOISE

- silence from 10pm (at the campfire circle from 11pm);
- no sound amplification outside, no megaphone, firecrackers and fireworks;
- sound amplification inside must not be heard outside;
- always report evening games;
- have respect for the night's rest of animals, neighbors and other resident groups.

RECEPTION

- on arrival, always report to reception first, where we will go over the most important information and agreements; for safety reasons, we ask for an accurate attendance list, which you can give upon arrival, or email in advance to merkenveld@hopper.be;
- for all questions, please come to the reception where a volunteer or staff member will help you;
- the reception is open from 8am to 10pm. Opening hours may change during the summer vacations;
- on arrival you give the license plates of your vehicles and the name and mobile number of a person in charge who can be reached at all times; during the summer vacations this mobile number is added to the whatsapp group 'merkenveld zomer'; all present groups, vacation residents and staff are in this large whatsapp group during their stay; this whatsapp group is only used for the following appointments: bread orders, reservation showers, opening barriers, agreeing inspection time on departure of the group, opening container park and warning in case of wrong parking; outside the opening hours of the reception you can also contact the whatsapp group with urgent questions; agreements or discussions between the lodging groups themselves can not be in this whatsapp group;
- we also ask for the name and mobile number of the person in charge;
- in the reception we provide a mailbox for each group; also in the reception every morning the bread for each group will be ready;
- every day at 9am (or at another time in consultation with the vacation manager) there is a camp council on the grounds; one person from each group is expected daily at the camp council; bring your own bag, we provide the coffee;
- at this short meeting information will be given, you can ask questions, place orders, make reservations; try to make as many appointments as possible with the vacation leader during this camp council.

INTERNET

- free wifi is available in the buildings;
- select the network 'Visitors', open your browser, accept the terms of use, no password is required;
- fixed access points are also available in all day rooms for a faster connection via a network cable, which you bring yourself.

WASTE - see also waste sorting guide below

- avoid waste: buy fresh food in bulk, bulk packaging or returnable packaging;
- to avoid wasting food, we give some guidelines on quantities:
 - bread: 7-11 years: 1 loaf per 8 children - 12-16 years: 1 loaf per 6 children - +16 years: 1 loaf per 5 people;
 - toppings: 7-11 years: 3 slices per bread meal - +12 years: 4 slices per bread meal;
 - pasta: 75g per child - 100g per adult;
 - pasta sauce: 200g per child - 350g per adult;
- all waste is sorted! - residual waste and correctly sorted waste (which is not glass and bulky waste) can be brought in in normal quantities free of charge, excessive quantities will be charged, in case of incorrect sorting we charge €5 per bag;
- you bring your glass to the glass bulb in street 'Pierlapont' (see plan on next page); you take bulky waste back home;
- ask the Merkenveld employee to open the waste sorting park and bring your waste there.

DORMITORIES AND BEDROOMS

- Do not move any matrasses
- Shoes need to stay downstairs in the shoe racks
- mandatory use of own sheet, pillowcase and sleeping bag or sheet and blanket.
- when using stairs always be connected with 3 contact points, this includes the ladders of the bunk beds.

FIRE SAFETY

- General smoking ban in all buildings
- review the evacuation plans posted in the building; see below under fire alarm and evacuation;

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- Any occurring costs because of a fire intervention will be charged to the provoking group

CAMPFIRE AND WOOD FIRE

- only after permission - Merkenveld can ban fires at any time; making fire is only allowed in the campfire circle and in the fire bowl of Merkenveld (not in and on the ground) - at the campfire circle always have the fire extinguisher at hand; you can pick it up at the reception;
- only burn dead brushwood or clean wood from the shop, certainly not garbage;
- place your stock of firewood at least 5 meters from the fire;
- put buckets of fire extinguishing water ready and extinguish your campfire completely with pond or stream water when you leave it; at the campfire circle use the fire extinguisher cart;
- dispose of ashes from fire pits in the campfire circle.

WOODS AND NATURE

- Do not damage trees nor plants. No saws or axes are allowed in the woods
- Do not dig holes or ditches.
- Do not throw anything in either the brook, the pond or the Kerkebeek
- Keep your play in the woods environmentally-friendly: no excessive noise and speed, clean up your materials afterwards.

WATER AND ENERGY

- Do not waste water nor energy, excessive use will be charged
- Keep windows and doors closed in rooms where the heating is switched on
- the heating is automated and centrally controlled from the reception;
- Extinguish lights in unused rooms

ACCESSIBILITY

- The railway station of Zedelgem is 1,4 km from Hopper Merkenveld; the map below shows a pleasant, car-free route from the station to Merkenveld;



WASTE

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SORTING GUIDE



PMD → sorting in the blue PMD bag (bleu PMD-roller container)

 <ul style="list-style-type: none"> + Plastic packaging: Bottles, flasks, screw caps, trays, pots and tubes, foils, pouches, cups + Metal packaging: Beverage and canning cans, aerosols (not all!! See opposite), aluminium containers and trays, lids, caps and crown caps + Beverage cartons (tetra) e.g. of milk and fruit juice 	 <ul style="list-style-type: none"> - packaging consisting of different materials - polystyrene - packaging for paint, glue, motor oil, etc. - aluminium foil - child-resistant fastenings - packaging (e.g. spray cans) with one of these symbols 
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PAPER EN CARDBOARD → sorting into cardboard box

 <ul style="list-style-type: none"> + newspapers and magazines + writing paper + paper labels from jars and tins + paper and cardboard packaging + egg cartons + bread bags 	 <ul style="list-style-type: none"> - wallpaper - dirty, greasy and painted paper and cardboard - paper napkins and handkerchiefs - kitchen paper
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FOOD WASTE → sorting in round brown or white barrel

 <ul style="list-style-type: none"> + raw vegetable and fruit residues + potato peelings + leftovers from prepared meals + bread and cakes 	 <ul style="list-style-type: none"> - mouldy and rotten food - packaging material - egg shells - coffee grounds and filter bags - ashes - kitchen paper
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! GLASS → TAKE IT YOURSELF TO THE GLASS BULB IN THE STREET 'PIERLAPONT'

 <ul style="list-style-type: none"> + empty, rinsed glass bottles and jars + broken drinking glasses 	 <ul style="list-style-type: none"> - refundable bottles - lids and corks - lamps - mirrors - flat glass - porcelain and earthenware
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RESIDUAL WASTE → SORTING IN TRANSPARENT BAGS

 <ul style="list-style-type: none"> + all waste that cannot be sorted 	 <ul style="list-style-type: none"> - waste that can be sorted at the waste fractions listed above - Small hazardous waste - coarse waste
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KGA (Klein Gevaarlijk Afval = Small hazardous waste) → to be handed in at the reception

 <ul style="list-style-type: none"> + empty batteries + paint and varnish residues + glue + chip fat + aerosol of insecticide 	 <ul style="list-style-type: none"> - waste that can be sorted at the above-mentioned waste fractions
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! COARSE WASTE → TAKE IT HOME, WE DO NOT ACCEPT COARSE WASTE

 <ul style="list-style-type: none"> + tents + tarpaulins + scenery parts + furniture + clothing 	 <ul style="list-style-type: none"> - waste that can be sorted at the above-mentioned waste fractions
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FIRE ALARM & EVACUATION

1. Remain calm.
2. Instruct everyone to leave the building, using the stairs or the (emergency) exit.
3. Forbid everyone to collect luggage.
4. Check if everyone is outside, also have a look at the toilets and showers.
5. Close all windows and doors.
6. Once outside : count if everyone is there.
7. Proceed to the Fourage (large, solitary dining room).
8. Prevent anyone from returning to the building.
9. Keep your group together in the Fourage (large, solitary dining room).
10. Report to the staff of Merkenveld that your group is complete or that someone is missing.



Vlaanderen
is toerisme

Merkenveld is recognized by Toerisme Vlaanderen as a youth accomodation with the classification 'comfort'.

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EMERGENCIES AND EMERGENCY NUMBERS

AT EMERGENCIES:

- stay calm
- always contact an employee of Merkenveld on the reception of call the Merkenveld number 0(032)50/27.76.98

WHEN CALLING THE EMERGENCY NUMBER 112 YOU STATE:

- "With(*your first name and surname*)..... from scouts domain Merkenveld, Merkenveldweg 15 in Loppem- Zedelgem."
- What exactly happened? What is the emergency situation?
- How many victims are there? How many people are in danger?

Have someone wait for the emergency services at the Merkenveldweg and notify a Merkenveld employee!

MEDICAL EMERGENCY AND FIRE SERIES: tel. 112, install app 112BE on your smartphone (this way your exact location will be communicated immediately) + notify the reception of Merkenveld

POLICE: tel. 101 + notify the reception of Merkenveld

ANTI-POISON CENTRE: tel. 0(032)70/245.245

DOCTOR: Doctor's office Te Velde, Kloosterstraat 131, 8210 Zedelgem, tel. 0(032)50/27 74 18

<http://www.huisartsentevelde.be> (if possible, make an online appointment)

DOCTOR'S WAITING DEPARTMENT: www.mediwacht.be, tel. 1733 (fri 8pm to mon 8am)

PHARMACY: Bouckaert, Groenestraat 189, 8210 Zedelgem, tel. 0(032)50/20.97.50

ATTENTION SERVICE PHARMACY: www.apotheek.be, tel. 0(032)900/10.500 (until 10pm) of 0(032)903/922.48 (between 10pm and 9am) (0,50 EUR/min)

MEDICAL HOSPITAL: AZ Delta campus Torhout (at 10 km), St.-Rembertlaan 21, 8820 Torhout, tel. 0(032)50/23.21.11 of AZ St. Jan (at 12,6 km), Ruddershove 10, 8000 Brugge, tel. 0(032)50/45.21.11

ATTENTION SERVICE DENTISTS: www.tandarts.be/wachtdienst

CLEANING GUIDE

In the case of self-cooking, the group needs to clean all the used accommodation themselves!

GENERAL

- First sweep the floor thoroughly, and then mop the floor using a well wrung out mop. Using too wet a mop will result in a long drying time and usually gives mud tracks.
- Fourage : dining room : mop with warm water, without cleanser !
dishwashing area and kitchen : scrub with Greencare n°1
- Empty all dustbins.
- Turn off thermostatic valves of radiators
- Once the room is ready have it checked and locked by the warden or staff.

KITCHEN

- Empty and clean fridges, pull out the outlet, and block the door open to avoid the interior going mouldy
- Clean gas cooker and oven thoroughly
- Put cooking pots, stewing pans, plates, glasses,... in the right place (see stickers on shelves)
- All sinks must be clean
- Close the gas tap
- Empty the dustbin
- Clean the coffee machine and unplugging it
- Empty water boiler and unplug it
- Empty the thermos
- Thoroughly sweep, mop (water with little soap, NOT too wet), first scrub if necessary (kitchen and dishwashing area fouling definitely sanding)

DAYROOMS

- Stack the chairs in piles of 5
- Stack the tables by 2 at the side
- Switch off the heating
- Sweep and mop the floor (with detergent; using a well wrung out mop).

TOILETS

- Clean the toilets
- Empty the dustbins
- Clean the wash basins and mirrors
- Sweep and mop the floor (with detergent; using a well wrung out mop)

CLEANING MATERIAL STORE

- Return all equipment and material to their proper place.
- Sweep the floor.

STAIRS

- Sweep the stairs and mop

BEDROOMS

- Put mattresses upright (there will be far fewer lost items this way) - check that there is a pillow with washable pillowcase on each mattress!
- Sweep thoroughly (including under the beds)
- Mop (water WITHOUT soap, NOT too wet)
- Check the closets, shelves, under the beds and especially under the mattresses for forgotten materials and trash
- Sort and remove all trash

BATHROOMS and WASHING FACILITIES IN BEDROOMS

- Clean wash basins and mirrors
- Clean out shower drains and shower floor
- Sweep and mop the floor (with detergent; using a well wrung out mop)

COURTYARD AND AREA AROUND THE BUILDING

- check the area for rubbish, and clear away.

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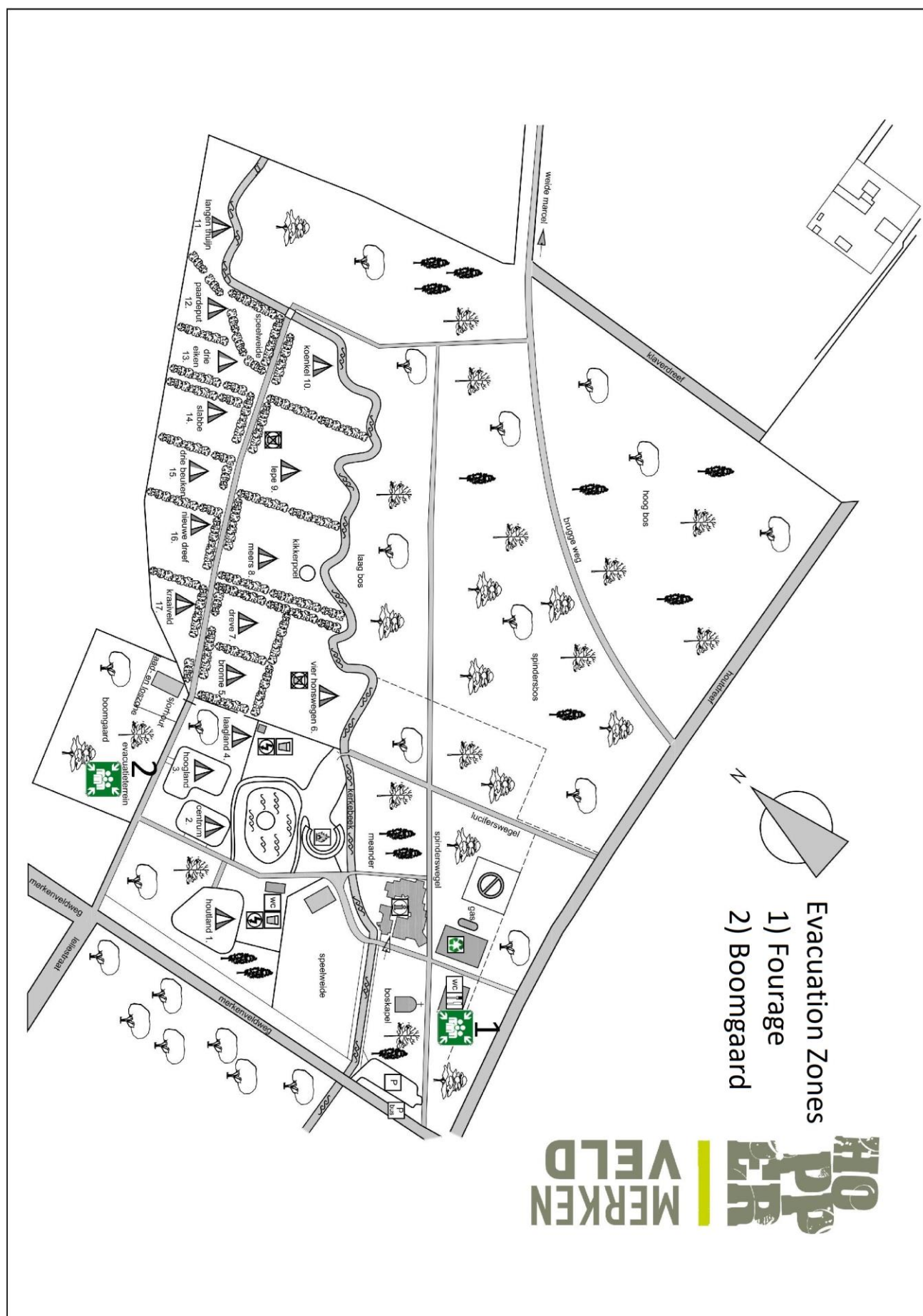
- Hoeve-ijs Z, Zaggebroekstraat 2, 8210 Zedelgem, 0479/92.01.52,
www.hoeveijsz.be
- Hof Ter Pierlapont, Zeedijkweg 23, 8210 Zedelgem, 0478/76.59.65,
www.pierlapont.be
- Klokhof summerbar, Zeedijkweg 20, 8210 Zedelgem, 050/28.00.20, facebook:
Klokhof Loppem zomercafé
- Farm shop Augustijnenhof, Rolleweg 32, 8210 Zedelgem, 0475/65.24.30,
www.augustijnenhof.be
- Swimming pool Zedelgem, De Groene Meersen, Stadionlaan 48, 8210 Zedelgem,
050/28.83.30, www.zedelgem.be/zwembad
- Subtropical swimming pool Lago Brugge Olympia, Doornstraat 110, 8200 Brugge,
050/67.28.70, www.lago.be/brugge
- Boudewijn Seapark, Alfons de Baeckestraat 12, 8200 Brugge, 050/38.38.38,
www.boudewijnseapark.be
- DIY centre Euroshop, Torhoutsesteenweg 370, 8210 Zedelgem, www.euroshop.be

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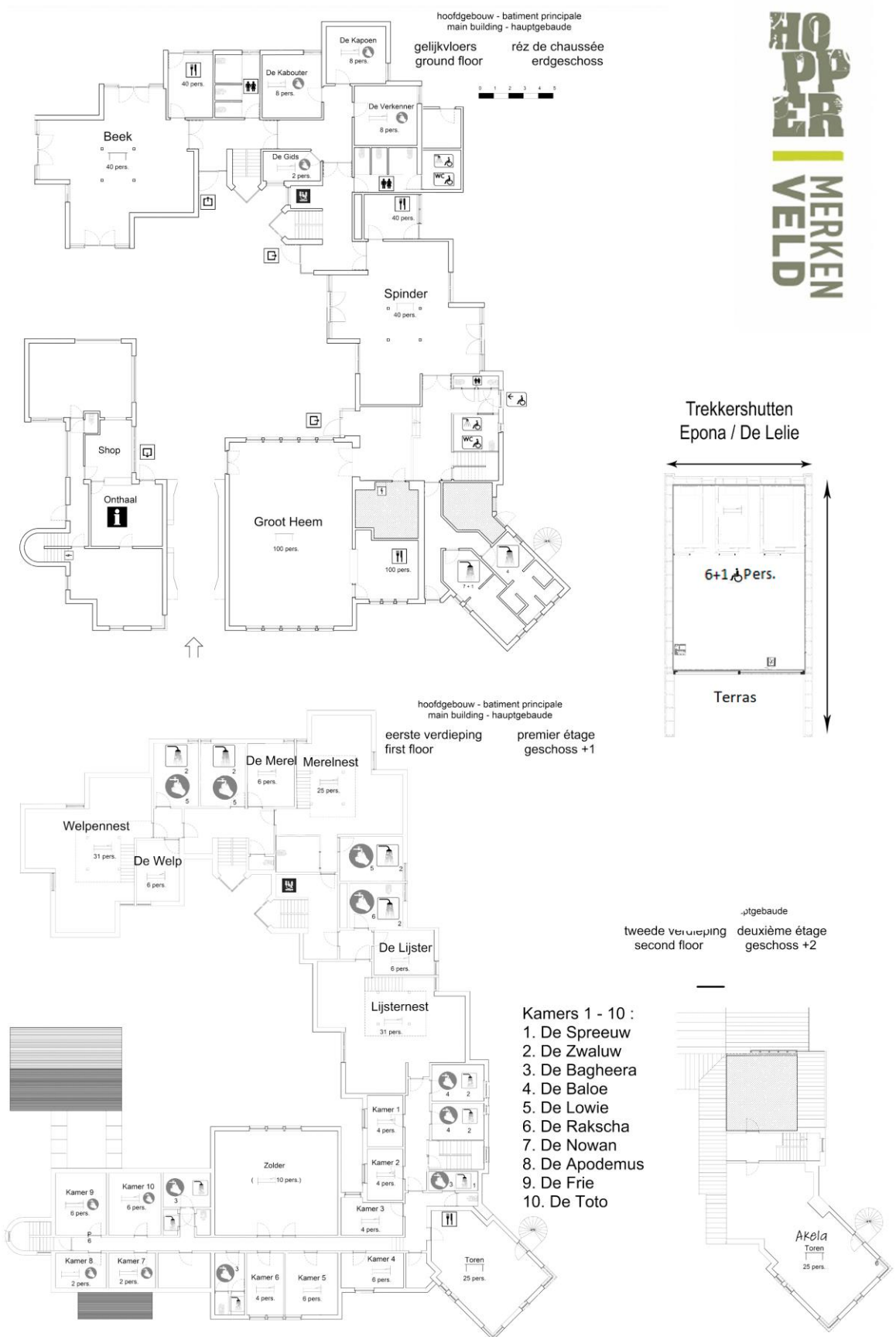


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