

[illegible]

Guide for a Merkenveld-friendly stay

SCOUTS EN GIDSEN VLAANDEREN VZW **MERKENVELD**
 MERKENVELDWEG 15 • B 8210 ZEDELGEM-LOPPEM • T +32 (0)50 27.76.98 • F +32 (0)50 27.98.84
 MERKENVELD@HOPPER.BE • WWW.HOPPER.BE/MERKENVELD • REKENING 476-2035251-89 • IBAN BE45 4762 0352 5189 • BIC KREDBEBB
 MAATSCH ZETFI • SCOUTS EN GIDSEN VLAANDEREN VZW • I ANGE KIEVITSTRAAT 74 • B - 2018 ANTWERPEN

MAIN HOUSE RULES

GENERAL

- Inform all leaders about the contents of this leaflet, and sensibilize your members
- 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
- Merkenveld is car free, parking is allowed only at the parking along the Merkenveldweg, there is a parking restriction in part of the Merkenveldweg in the forest.

NOISE

- Absolute silence as from 10pm ; at the campfire circle from 11pm
- No sound systems, amplifiers, megaphones, bangers or any other kind of firework.
- Noise from sound systems produced in the building can not be heard outside
- Inform the Warden or staff about nocturnal activities.
- At night show respect for animals, neighbours and other groups who need their rest.

DORMITORIES AND BEDROOMS

- Do not move any matrasses
- Shoes need to stay downstairs in the shoe racks
- Use of undersheet and pillowcase is obligatory

FIRE SAFETY

- General smoking ban in all buildings
- Any occurring costs because of a fire intervention will be charged to the provoking group

CAMPFIRE AND WOOD FIRE

- Only allowed after consent, Merkenveld can issue a fire ban at all times
- Campfire only at the campfire circle and in the altar fires provided by Merkenveld (not in nor on the ground)
- Only use dead wood and untreated pure wood from a shop, certainly do not burn trash
- Keep your wood pile at minimum 5 meter distance from the fire
- Prepare buckets of water in advance, extinguish the fire completely with water from the pond before leaving
- Ashes from altar fires can be left behind at 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, 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
- Extinguish lights in unused rooms



WASTE

- Avoid waste wherever possible, buy fresh vegetables and food unwrapped, in bulk or in returnable packaging.
- All waste must be sorted. Correctly sorted waste (which is not residual waste, nor glass, nor big pieces of trash) can be brought in, free of charge
- Bring your empty glass to the bottle bank in street 'Pierlapont', and take all big pieces of trash home with you
- Ask the Warden or staff to open the recycling area, and bring all waste over there.

SORTING OF WASTE



PMD

→ sort in blue plastic PMD- bag

 <ul style="list-style-type: none"> + Plastic bottles + Metal cans (drink cans and vegetable tin) + Drinkcartons (tetra) of milk, fruit juice, etc. + metal lids of jars, plastic bottle tops, 	 <ul style="list-style-type: none"> - yoghurt pots - plastic and aluminum foil - plastic cups and bags - butter containers - polystyrene foam - paint pots
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PAPER AND CARDBOARD

→ sort in cardboard box

 <ul style="list-style-type: none"> + newspapers and magazines + writing paper + paper labels of bottles and tins + paper and cardboard packaging 	 <ul style="list-style-type: none"> - wall paper - paper napkins and tissues - kitchen towels - waxed bread bags
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FOOD-REMAINS (cooked)

→ sort in round brown or white bucket

 <ul style="list-style-type: none"> + raw vegetable and fruit remains + potatoe peels + remains of prepared meals + bread and pastries 	 <ul style="list-style-type: none"> - mouldy and rotten food - packing material - egg shells - coffee grounds and filter - ashes - paper kitchen towels
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! GLASS

→ to be taken to the glass-container in street 'Pierlapont'

 <ul style="list-style-type: none"> + empty and clean bottles and jars + broken glasses 	 <ul style="list-style-type: none"> - deposit bottles - screw tops - lamps - mirrors - flat glass - porcelain and pottery
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REMAINS OF WASTE

→ sort in transparent bags

 <ul style="list-style-type: none"> + yoghurt pots + aluminium and plastic foil + plastic cups and bags + butter containers + waxed bread bags and chips bags 	 <ul style="list-style-type: none"> - waste that can be sorted with above mentioned waste - local Hazardous Waste - big pieces of waste
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KGA (Local Hazardous Waste)

→ to be brought to reception

 <ul style="list-style-type: none"> + used batteries + remains of paint and varnish + adhesives + used oil of fries + aerosol of insecticide 	 <ul style="list-style-type: none"> - waste that can be sorted with above mentioned waste
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! BIG PIECES OF WASTE

→take home, will NOT be accepted here!

 <ul style="list-style-type: none"> + tents + canvas + stage setting + furniture + clothing 	 <ul style="list-style-type: none"> - waste that can be sorted with above mentioned waste
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FIRE ALARM AND 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.

EMERGENCIES AND RESCUE NUMBERS

IN CASE OF EMERGENCIES :

- Remain calm
- Always contact a staff member of Merkenveld at reception, or call Merkenveld 050/27.76.98
- The evacuation zone is situated between the Merkenveldweg and the loading/unloading zone ; see map

WHEN CALLING THE EMERGENCY NUMBER 112, YOU REPORT :

- "..... (your full first and family name)..... from Scouts centre Merkenveld, campground (number of your camp ground)...., Merkenveldweg 15 in Loppem-Zedelgem
- What exactly has happened ? What is the emergency situation ?
- How many victims are there ? How many persons are in danger ?

MEDICAL EMERGENCIES AND FIRE DEPARTMENT: Tel. 112

POLICE: Tel. 101

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

DOCTOR: Dr. Remaut and Dr. Sinnaeve, St-Laurentiusstraat 59, 8210 Zedelgem, tel. 0(032)50/208528

<http://www.huisartsenpraktijkdeakkerhoorn.be> (make appointment online if possible)

EMERGENCY SERVICE DOCTORS: www.mediwacht.be or Tel. 1733 (Fr 8pm till Mo 08 am)

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

EMERGENCY SERVICE PHARMACISTS: www.geowacht.be or www.apotheek.be, call 0(032)900/10.500 (or 0(032)903/922.48 from 10pm and 9am) (0,50 EUR/Min)

HOSPITAL: Algemeen Ziekenhuis St. Rembert (at 10km), St. Rembertlaan 21, 8820 Torhout, tel. 0(032)50/23.21.11 or AZ St. Jan (at 12,6km), Ruddershove 10, 8000 Brugge, Tel. 0(032)50/45.21.11

EMERGENCY SERVICE DENTISTS: www.tandarts.be

CLEANING GUIDE

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.
- Once the room is ready have it checked and locked by the warden or staff.

KITCHEN

- Empty and clean fridges, pull out the plugs, 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.
- Switch off electric boiler.
- Empty the dustbin.
- Sweep and mop the floor (with detergent; using a well wrung out mop).

DAYROOMS (workspaces)

- Stack the chairs in piles of 5 (40 chairs in BEEK & SPINDER; 75 in GROOT HEEM; 20 in TOREN).
- Stack the tables at the side (9 tables in BEEK & SPINDER; 15 in GROOT HEEM. 5 in TOREN).
- 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.

BEDROOMS

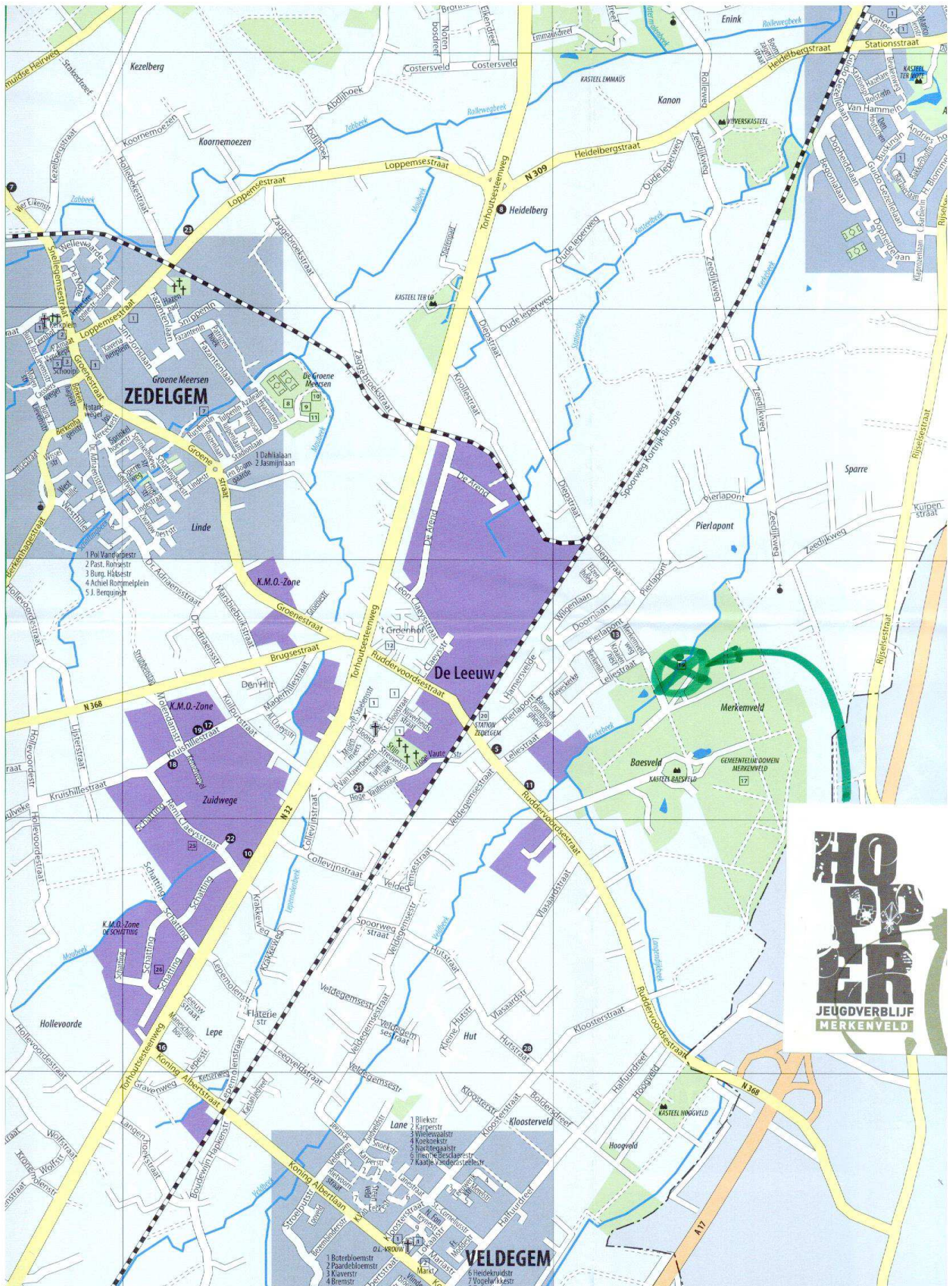
- Sweep the floor (also underneath the beds).
- Sweep and mop the floor (WITHOUT detergent; using a well wrung out mop).
- Check compartments for lost property.

BATHROOMS and WASHING FACILITIES IN BEDROOMS

- Clean wash basins and mirrors.
- 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.



HOPPER
JEUGDVERBLIJF
MERKENVELD

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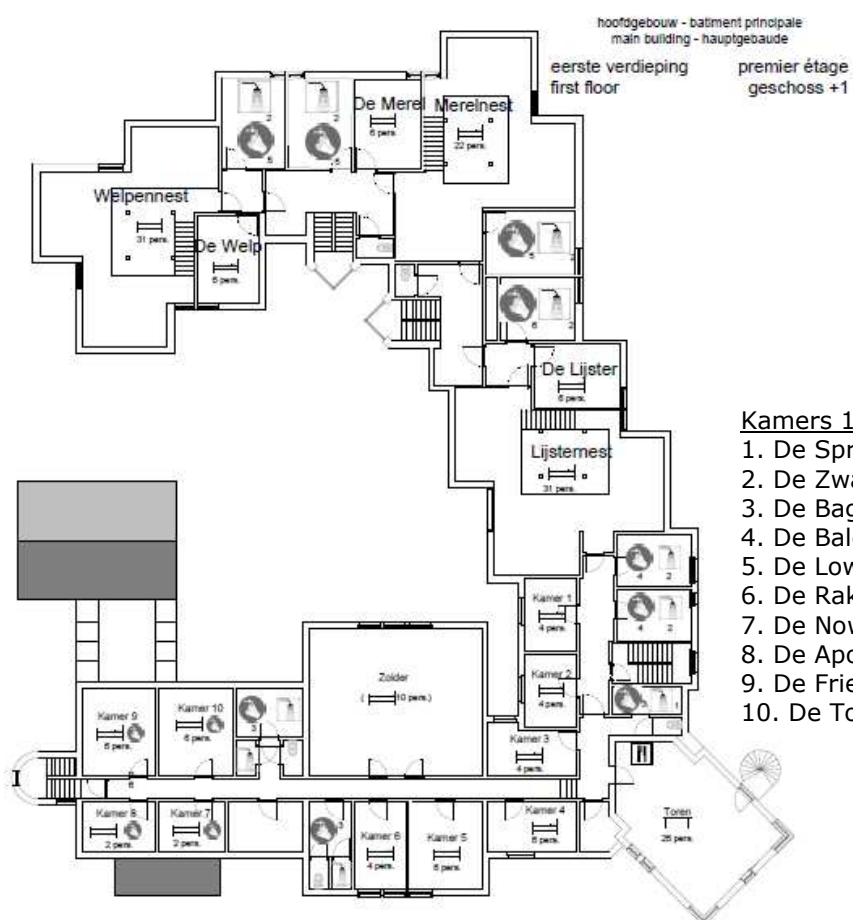


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hoofdgebouw - bâtiment principale
main building - hauptgebaude

tweede verdieping
second floor

deuxième étage
geschoss +2

Kamers 1 – 10 :

1. De Spreeuw
2. De Zwaluw
3. De Bagheera
4. De Baloe
5. De Lowie
6. De Rakscha
7. De Nowan
8. De Apodemus
9. De Frie
10. De Toto

