

ALL YOU EVER WANTED TO KNOW ABOUT TENT NIGHT

TENT NIGHT – OVERVIEW

For all the “newbies” to Tent Night, and the seasoned Tent Nighters, this is an overview of how tent night happens.

- 1) We try to make Tent Night accessible to as many pool members as possible. We can accommodate approximately 50 tents comfortably. If you sign up and then realize you can't make it, please erase your name from the sign-up sheet, so someone else can take your slot. **If Tent Night is extremely popular, for the next tent night we will allow folks who were not able to sign up, due to limited slots, sign-up first, to allow more even participation across the pool membership.** We ask that everyone honor this suggestion.
- 2) **The Tent Night sign-up process begins the Monday before the event. Sign-up sheets go up at 6:30 PM.** The process is first-come, first-served. If you can't be there that night, you might want to ask another member to sign you up.
- 3) **Please fill in all the columns of your sign-up line. Write in PENCIL.** The sign-up sheet will ask for information per tent -- your pool membership name, the number of people in your party, the first names of the people in your party, your cell phone number (or home phone number, if you don't have a cell phone that you will bring to the pool that night), and for which job you will be volunteering. If your line is not completely and legibly filled-in, we cannot guarantee your participation in Tent Night.
- 4) During Tent Night activities, **we need everyone to follow-through on your volunteer jobs.** This is why it is so important if you sign-up and can't make it to erase your name or let a Tent Night coordinator know (especially if it is a last minute cancellation). Everyone helps with cleaning up the pool grounds before we leave Sunday morning.
- 5) **Everyone under the age of 18 must be with an adult who is their parent, guardian, or official supervisor.** Coordinators reserve the right to ask those under 18 who have no clear supervision to leave the grounds.
- 6) **Quiet time officially begins at 11:00 PM.** You can still hang out on the grounds and make music/talk around the campfire can continue quietly throughout the night, but keep it low and be respectful of those who enjoy and need their sleep (No drumming or howling at the moon). Night Watch Volunteers have the right to ask loud people who do not realize they are being loud to tone it down or leave the grounds.
- 7) **To ensure the safety of all, the gate will be locked at midnight.** The non-campers who are not staying the night, must leave by midnight. Also, anyone who is staying the night, must be on the grounds by midnight.
- 8) **Absolutely no one is allowed in the pool or inside the fenced pool area between 10:30 PM and 7:00 AM.** If you happen to wander there during that time, you will be asked to leave immediately (so beware, sleep walkers and sleep swimmers).

Let's work together to make this Tent Night the best ever.

TENT NIGHT – RULES AND REGULATIONS

THE PURPOSE OF TENT-NIGHT is to create an experience of community that is fun, exciting and safe for our families and guests.

THE SAFETY RULES & POLICIES below seek to reconcile, as far as is possible, the competing needs and views of a membership as diverse as ours. They were adopted after extensive discussion within the membership.

COMMITMENT & COOPERATION: Please attend tent night only if you are committed to the three basic safety rules, agree with these policies and are willing to cooperate with the tent-night coordinator.

RULE #1: NO UNGUARDED SWIMMING. Injury or death occurring in the pool during a pool-sponsored event when no lifeguards are on duty creates liabilities that could close the pool down permanently.

RULE# 2: NO ILLEGAL SUBSTANCES, UNDERAGE OR EXCESSIVE DRINKING.

RULE# 3: THOSE UNDER AGE 18 MUST STAY WITHIN THE FENCE AFTER DARK.

CONSEQUENCES: Anyone breaking one of these three basic safety rules will be required to leave tent night immediately and, if under 18, must be accompanied home by the adult who is responsible for them. Serious violations can result in loss of pool membership.

POLICIES are made by the tent-night coordinator in consultation with the board or president and may change from one tent night to the next based on our experience and lessons learned.

A. EVERYONE SIGNS UP FOR A VOLUNTEER JOB: Each family coming to tent night must volunteer to perform a job at sign-up and sign an acknowledgement of the rules when they register on tent night.

B. EACH CHILD MUST BE REGISTERED WITH A DESIGNATED RESPONSIBLE ADULT: Each family/membership attending tent night must include at least one responsible adult who is committed to staying the whole time that their children and/or charges are on the grounds.

C. REGISTRATION, TENT SITE SELECTION & SET-UP: This process begins at 7:15pm on tent night. There is a limit of (50) tents, with two tents allowed per family/membership.

D. ALL NIGHT WATCH: Shifts of two responsible adults will safeguard the pool, one of them to occasionally walk the rest of the grounds.

E. QUIET TIME BEGINS AT 11PM: Children under age 13 must be in their tents after that time.

F. LATE NIGHT CAMP FIRE: After 11pm, quiet conversations or singing may take place only around the campfire or specific Tent-Night Coordinator (TNC)-designated tent areas. Teens (13-17) may stay up and around the fire after 11pm, with the approval of their parent (if present) or the adult who is responsible for them.

G. GUEST LIMITS: Each family/membership attending tent night can host no more than three minor children (i.e. <18 years old) from outside their immediate family (whether members or non-members).

H. LOCATING TENTS & PEOPLE: Each responsible adult will mark the location of their tent with a number on a simple posted map and fill in an adjacent listing of who is sleeping in that tent, so that people may be located during the night if necessary without waking everybody. Teens will likewise list their tents and occupants.

I. REGISTRATION: Sign up for tent night is on a first-come, first-served basis. The TNC will advertise the sign-up period at a reasonable interval in advance of tent night. After the designated closing time for registration, those signed up who were unable to attend any previous tent nights that year will be given places in the order in which they registered, followed by those who have already attended a tent night that year. In addition, priority will be given to member families with sponsored non-member guest families considered if space is available.

CHECKLIST FOR COORDINATORS (PRE-EVENT)

- Call Mount Rainier Police (M-F, business hours) to inform them about tent night: 301-985-6590. Important to tell them our address and that there will be a campfire.

- Get keys to pool gates from the PG Pool president, or another board member. Or make sure a board member, with keys, is participating in Tent Night.

- Arrange for a guard for the morning swim (7:00 – 9:00 am) with the Pool Management company. Note for the first tent night event, it may be good to have a board member tell the Pool Manager that the Tent Night Coordinators will be in charge.

- Get instruction on lights and electrical system from a board member. The board member in charge of the physical plant is a good contact for this.

- Follow promotion schedule. Note for promotion materials that 50 tents is a good maximum to follow. Have a board member post to the pool list serve the week before the event. Post flyers and a large poster at the pool by the Saturday before the event. Post sign-up sheet on the Monday before the event at 6:30 PM. Fees are \$5.00 per person/ \$20 per tent to cover food, guard time, and supplies.

- Appoint a buyer (who can claim co-op hours) – Share food list in advance so they know the rough task; Advise that the food be purchased and brought to the pool on afternoon of tent night; Inform buyer of total # of people then buy accordingly. The printed shopping list is set up for roughly 75-100 people.

- Call DRIVE Towing, 301-585-8808, and ensure that they know there is an overnight event and don't tow the cars.

CHECKLIST FOR THE EVENT (AND OTHER INFO TO KNOW)

- Using announcements, if needed, strongly encourage tents to not be set up on the pool grounds until 7:30 pm. Set up a sign-in table by 7:00 PM for Coordinators to sign-in families and collect the fees. Provide early oversight to volunteers, and let them know they may need to go round to the tents to collect the fees too. May be helpful to have \$20 in change to start with.
- Brief the fire volunteers about the location of the fire pit and their work. Wood is found at the pool. Volunteers may need to find additional kindling. A very important part of their work is to supervise the fire at all time (with special attention to the kids around the fire). They also are responsible for extinguishing the fire at the end of the event, and if it is left burning through the night, erecting a barrier around it (VERY IMPORTANT).
- Provide early supervision to the s'more volunteers so they can organize the work flow, have a clear routine with the sticks, and know the clean-up routine.

Set up for s'mores: 1 or 2 tables. 4-6 helpers, 2 platters;

- Prepare a pile of pre-broken up crackers and pre-broken up chocolate
 - Hand out marshmallows
 - Kids/adults take marshmallow, roast it and return for fixings
 - Repeat until all supplies have been consumed or children are so hopped up on sugar that parents pull the plug on the s'mores.
- In the event of a child getting separated from parents during tent night, or other incident, make announcement, tell everybody to be quiet, stay still and look around them – ask them to stay that way until the child is found/ emergency resolved.
 - Make sure that the sprinkler system is turned off that evening and then turned back on the next day.
 - Make sure gates to pools are all shut and locked by 12:00 midnight. Turn off all lights that are not needed around 10:30 pm so those campers with little children can settle down more comfortably.
 - Be prepared to enforce the guidelines...with special attention to child supervision. Safety must be the first concern.
 - Breakfast volunteers should start coffee/hot water around 6:00 AM. Breakfast preparation should begin around 6:30 and breakfast should be ready by 7:30.
 - Morning swim is set for 7:00 am until 9:00 am.
 - With announcements, encourage packing to start around 9:15 am in order to have everyone on their way by 10 am. It may be helpful to give a 30 minute and/or a 15 minute progress warning as well (since who really pays attention to the clock when you're camping)

Money

Fees are \$5.00 per person/\$20.00 per tent to cover food, guard time, and supplies. Any money over and above those expenses (small amounts usually) goes to support the pool.

Advance money to buyers or ask them to front the costs, who bring back the receipts and are reimbursed by the PG Pool Treasure. Receipts can be turned into any board member.

All cash receipts are recorded, labeled and turned in to a board member to be placed in the cash box. The pool manager or guards can also receive the money.

All money, receipts and other pertinent information is handed directly to a designated board member after the event.

SHOPPING LIST FOR BREAKFAST

Breakfast for 75 people

Note: choose closest (round up) size to the quantities below.

1 gallon orange juice

½ gallon apple juice

2 quarts half and half

1 quart milk

20oz coffee

3 dozen packets (i.e. servings) hot chocolate

20 tea bags

3 12oz cream cheeses

1 12oz low fat cream cheese

1 12 oz butter

4 dozen bagels

5 dozen donuts

Packets of sugar and Sweet and Low

15 oranges

15 bananas

2 bags grapes

2 small cantaloupes/honeydew melons

100 paper plates

Lots of napkins

75 hot cups

50 cold cups

24 plastic knives, forks and spoons

Shoppers Food warehouse has donuts, which are great, but you have to box yourself (or order in advance from the Donut Connection on Rt. 1).

Breakfast set up

3 tables

2 coffee makers w/ extension cords,

1 hot water pot (run off three circuits),

Cut up fruit into bite –sized pieces

cut bagels into quarters

cut donuts in half.

S'mores – Shopping

2-3 packs marshmallows

4 boxes Graham Crackers

Enough Chocolate bars for 100 or so s'mores

>> IMPORTANT – bring 40 sticks for roasting

TENT NIGHT – VOLUNTEER ACTIVITIES SIGN-UP

Please sign up for a volunteer activity. You are not fully registered for Tent Night if you do not have a job. Please choose a job below...put your name here, and put the name of the job on the sign-in sheet.

Sign-in tenters and collect money (*arrive by 7:00 pm for orientation*)

[_____][_____][_____][_____]

Fires: Starting /tending /extinguishing [_____][_____]

[_____][_____][_____][_____]

S'mores: Shopping for s'mores (*list provided* Co-op Hrs*) [_____]

Setting up / clean-up [_____] [_____]

Setting up / clean-up [_____] [_____]

Breakfast: Shopping for Food (*list provided* Co-op Hrs*) [_____]

Setting up [_____] [_____]

Setting up [_____] [_____]

Setting up [_____] [_____]

Cleaning up [_____] [_____]

Cleaning up [_____] [_____]

Cleaning up [_____] [_____]

Evening Supervisor {*support TN Coordinator*} [_____][_____]

Night Watch: 11 pm – 1 am [_____][_____]

1 am – 3 am [_____][_____]

3 am – 5 am [_____][_____]

5 am – 7 am [_____][_____]

Morning Supervisor {*support TN Coordinator*} [_____][_____]

Morning Clean-up of Grounds [_____] [_____]

What else? _____ [_____]