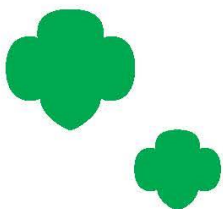




# Welcome Guide

Greensburg Activity Center



# WELCOME

We are excited that you have chosen the Greensburg Activity Center to meet your troop's program needs. We strive to offer an excellent program facility and great Girl Scout experiences.

For more than a century, travel has been a cornerstone of the Girl Scout Leadership Experience. It's a tradition that endures because of the fun, friendship, and amazing adventures that take place.

Inside this brochure you will find the following information:

- Emergency contact information
- Procedures and regulations
- Attractions in the area
- Local shops: for pizza, coffee, groceries, ice cream
- Activities & amenities available at this location
- Answers to frequently asked questions

We hope you enjoy your stay!

## **EMERGENCY CONTACT INFORMATION:**

In case of serious incident, illness, accident, or injury:

1. Determine extent of injury and give appropriate first aid, as qualified.
2. Call for emergency help.
3. Alert GSWPA at:
  - a. 800-248-3355 (business hours)
  - b. 877-359-7878 (after hours)

In case of minor emergency, such as power outage, cannot access building, etc., please contact:

Jessica Schlie

412-491-0795

## **Local Emergency Contacts:**

Excelsa Westmoreland Hospital      724-832-4000  
Ambulance/Fire/Police      911

## **Directions to Hospital:**

### **Excelsa Westmoreland Hospital**

1. Head north on St Clair Ave toward E Otterman St
2. Turn left at the 1st cross street onto E Otterman St
3. Continue straight onto W Otterman St
4. Turn left onto N Washington Ave
5. Turn left at the 1st cross street onto W Pittsburgh St
6. Turn right, Destination will be on the left

## **ACTIVITIES AND AMENITIES AVAILABLE:**

- Program Kits for Select Badges
- Wi-Fi
- Showers
- Full kitchen
- Sleeps 20

## **FREQUENTLY ASKED QUESTIONS:**

**Where are the garbage cans located?** There are large garbage cans outside. Walk out the back door and make a right. They are at the corner of the building.

**Do you supply pots, pans, and other cooking utensils?** Yes. All cooking supplies can be found in the kitchen. Once you are done using the kitchen, please be sure to clean everything, and return it to where you found it.

**Where can I find the activity equipment?** Activity equipment can be found in the closet at the back of the kitchen and in the closet to the right of the tables and chairs. Please remember to put all games away when you are done.

## **Attractions in Greensburg:**

### **Within Walking distance:**

- St. Clair Park and Walking Path
- Westmoreland Museum of American Art
- The Palace Theatre
- Seton Hill University
- Kirk S Nevin Arena (ice skating)
- 60 Minute Missions Escape Room

### **Further Out:**

- Twin Lakes Park
- Hillview Bowling Lanes
- Keystone State Park
- Winnie Palmer Nature Reserve
- Saint Vincent College

## **Local Pizza Shops:**

### **Pizza Siena**

408 E Pittsburgh St, Greensburg, PA 15601  
(724) 837-7750

### **Fox's Pizza**

641 E Pittsburgh St, Greensburg, PA 15601  
(724) 219-3503

### **Little E's Pizzeria (Gluten Free Options!)**

807 Highland Ave, Greensburg, PA 15601  
(724) 834-7336

## **Local Places for a Good Cup of Coffee:**

### **The White Rabbit Café**

113 N Main St, Greensburg, PA 15601  
(724) 216-5229

### **Caffe Barista**

7 W Otterman St, Greensburg, PA 15601  
(724) 837-8873

## **Local Shops & Grocery Stores:**

### **Save A Lot**

404 E Pittsburgh St, Greensburg, PA 15601  
(724) 834-4840

### **Walmart Supercenter**

2200 Greengate Center Cir, Greensburg, PA 15601  
(724) 830-2440

**Westmoreland Mall**  
5256 US-30, Greensburg, PA 15601  
(724) 836-5025

**Local Ice Cream Shop:**

**Meadows**  
660 Mt Pleasant St, Greensburg, PA 15601  
(724) 850-7020

**OVERVIEW:**

**Activity Center Overnight Use:** A large, winterized building that sleeps 20, including one separate room for male volunteers to sleep. It has a complete kitchen and an accessible bathroom with four toilets and one shower. It also has a separate bathroom for male volunteers.

**Activity Center Day Use:** A large open room that has seating capacity for 30.

**Arrival:** Rental groups may arrive at 4 p.m. No one should be on property prior to scheduled time. Please follow the designated time on the Terms and Conditions. The alarm will be ready for you upon your arrival.

**Departure:** Rental groups must depart by 1 p.m. Please remember to remove garbage and place in the dumpster and check that all doors and windows are secured. It is the responsibility of the user group to clean the site. Allow enough time for this to be a part of your event. An adult should clean the bathroom sinks and toilets and wear rubber gloves. Please use the Rental Checkout Sheet to ensure that all tasks are completed.

**Parking:** Park in the parking spaces in the upper parking lot. Do not park in the lower parking lot near the back door. This parking lot is not owned by GSWPA.

**Telephone:** There is a phone to be used for emergencies only. If you have an issue that does not require you to call 911, use the phone numbers listed on the backdoor to reach a staff person who will be available to assist in any way possible.

**EQUIPMENT AND SUPPLIES:**

**Equipment available:** The following equipment will be available: pots, pans, skillets, cookie sheets, mixing bowls, colander, measuring cups, can opener, pitchers, cooking utensils, plates, bowls, silverware, a coffee pot, and a microwave.

**Supplies available:** The following supplies will be available: buckets, brooms, dust pans, mop, commode brush, and dish washing buckets. The following paper products and cleaning supplies will be available: toilet paper, paper towels, hand soap in dispensers, all-purpose cleaner, bathroom cleaner, floor cleaner, and trash bags. Users are responsible for any items beyond what is listed above.

**Equipment and supplies groups are required to bring:** First aid kit, insurance forms, program supplies, personal gear, bedding, food, special cooking equipment, hand sanitizing products, matches, hot mitts, dish detergent, dish cloth and towel, sponge, and rubber gloves for cleaning the bathrooms. A battery-powered radio, this brochure, and a flashlight are also required.

## **ACTIVITY CENTER RULES AND REGULATIONS:**

### **Food Handling Procedures:**

- Stored food should be kept off the floor in properly sealed containers. Doors to food preparation areas should be closed.
- Refrigerated food should be kept in temperatures below 40°F. There is a thermometer in all refrigerators. Check the temperature to make sure that it does not exceed 40°F. If the refrigerator is above 40°F, please note it on the Site Maintenance Card.
- Garbage and rubbish cans in the kitchen are to be leak-proof and securely covered or tied when not in use. This will reduce the number of flies and other insects to control/prevent the spread of disease.
- Only use clean and sanitized utensils and equipment during food preparation.
- Food contact surfaces, including counters, cutting boards, and knives that contact raw food during food preparation, must be cleaned and sanitized after each use. It is suggested to use a bleach solution or other commercial sanitizer between times of use.
- Anyone involved in food preparation should take the appropriate safety precautions when holding, cooling, thawing, and serving food. The minimum temperature for holding hot foods is 140°F. Food temperature should be monitored periodically.

### **Dishwashing Procedures:**

- For washing dishes by hand, the wash and initial rinse temperature should be at least 100°F. A second-rinse process should be used with sanitizing tablets or a bleach mix.
- All dishes and food service utensils must be air dried and protected from dust and contamination between uses.

### **Waste Disposal:**

Place trash in lined garbage bins. Before leaving the site, take the closed bag, including the trash from the bathroom, to the designated trash cans. Slide either of the side doors to deposit bags. Pick up all litter on the property. Encourage girls to recycle. Take recyclables home if your community has a pick-up day or drop-off location.

### **Vandalism:**

Discuss site usage with the group. Tell them how to respect the property and to observe the following: do not cut down live trees; do not write on walls or tents; do not destroy the natural habitat; do not pick plants or wild flowers; and do not carve into trees or tables. Graffiti is not tolerated. Once it starts, it spreads! Please stress this with the group. A fine will be assessed to individuals and/or groups defacing and/or destroying property. Groups misusing sites may be denied future reservations.

### **Health Care:**

An adult with a CPR, First Aid and AED certification from a nationally recognized provider must accompany the group to provide emergency care. User groups are to provide their own first aid kit, be responsible for emergency transportation, and provide first aid and emergency care.

### **Health Information:**

User groups are to have the following information for all group members at the facility: name and address of all participants; emergency contact names and numbers; a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site; signed permission to seek emergency treatment or a signed religious waiver for minors without a parent on site.

**Safety Procedures and Regulations:**

- Gas, liquid flammables, explosives, and hazardous or poisonous materials must be handled only by persons trained or experienced in their safe use and disposal. They must be stored with access limited to trained persons, in closed safe containers that are clearly labeled and in locations separate from food. Some cleaning products may be poisonous, and children should be supervised in their use. Such materials should be stored out of the reach of children when not in use.
- Girl Scouts should alert an adult if they see a “stranger” in the area. Adults should approach anyone perceived as a stranger (if appropriate) and ask them why they are in the area. If the person(s) are not a member of another user group, they should be told to leave the property. If an adult does not feel comfortable approaching a perceived “stranger,” call the police for assistance.
- Use the “buddy system.” Girls should be supervised and must let an adult know where they are at all times.
- Do not transport campers in non-passenger vehicles, such as the back of pick-up trucks or wagons, where seats are not attached to the vehicles.
- Drive slowly and follow posted speed limits and directional signs.
- Running is encouraged at the facility during games and on grassy areas. Please walk on the parking lot and sidewalks.
- Socks and closed-toe shoes or sturdy sports sandals with heel straps must be worn at all times!
- Treat all campers in your group and in other groups with respect.
- Group leaders should organize and carry out a fire drill on the first day of your stay.
- Open-flamed candles are not permitted to be burned inside the building.
- An adult must be designated to supervise camper arrival and departure.
- The council leases sites to non-Girl Scout groups. Girl Scout groups have priority. User groups with boys or men are not to enter living areas other than the one they have reserved. They are to limit exploration of the grounds to common areas such as the road, trails, and other program areas. An adult must accompany groups with males to areas outside of the unit/building.
- Minimal Impact Camping - Leave no trace of activities. Preserve the landscape of the site.

**Personal Property Regulations:**

- The possession and/or use of illegal drugs and alcohol is prohibited.
- Smoking is not permitted in the building. User groups should designate a smoking area that is away from children and nonsmokers.
- Personal sports equipment such as archery equipment, canoes, or other equipment that should be stored and handled safely for the protection of all individuals, should be stored away from campers when not in use.
- All vehicles are to be locked and parked in the designated parking areas. At no time should any vehicle be driven off road or parked on the grass.
- Personal pets are not permitted on the property. Firearms and weapons are not permitted on the property.
- Girl Scouts Western Pennsylvania (GSWPA) is not responsible for the loss or damage of user group personal property.

## **SUPERVISION RATIOS:**

Adults must be present in the following ratios at all times for general camp activities that do not require special technical skills, equipment, or safety regulations:

- **Girl Scout Daisy\* (grades K-1):** 1 troop leader & 1 unrelated approved volunteer to every 6 campers, plus one approved volunteer for each additional 4 campers
- **Girl Scout Brownie (grades 2-3):** 1 troop leader & 1 unrelated approved volunteer to every 12 campers, plus one approved volunteer for each additional 6 campers
- **Girl Scout Junior (grades 4-5):** 1 troop leader & 1 unrelated approved volunteer to every 16 campers, plus one approved volunteer for each additional 8 campers
- **Girl Scout Cadette (grades 6-8):** 1 troop leader & 1 unrelated approved volunteer to every 20 campers, plus one approved volunteer for each additional 10 campers
- **Girl Scout Senior (grades 9-10):** 1 troop leader & 1 unrelated approved volunteer to every 24 campers, plus one approved volunteer for each additional 12 campers
- **Girl Scout Ambassador (grades 11-12):** 1 troop leader & 1 unrelated approved volunteer to every 24 campers, plus one approved volunteer for each additional 12 campers

*\*Under the leadership of an adult, and with parents, guardians, or other family members participating, a Girl Scout Daisy troop may participate in an occasional overnight camping experience.*

**An adult should never be alone with a camper(s). A minimum of two adults must be present at all times.**

## **DIRECTIONS:**

### **West**

Take US-30 East to Lincoln highway.

Turn right on Lincoln Highway/Tollgate Hill Rd.

In approximately 2 miles, continue straight on West Pittsburgh St.

Turn left on St. Clair Ave.

Greensburg Activity Center will be on your left

### **North**

Take PA-819 South to US-119 South.

Turn right onto US-119 S/Beacon St.

Turn left onto Arch Ave.

Turn right onto East Otterman St.

Turn left onto St. Clair Ave.

Greensburg Activity Center will be on your right

### **East**

Take US-30 West to Greensburg Business District Exit.

Exit right at Greensburg Business District Exit.

In approximately 1 mile turn left to stay on East Otterman St.

Turn left onto St. Clair Ave.

Greensburg Activity Center will be on your right

### **South**

Take US-119 North to Greensburg

Turn right onto East Pittsburgh St. in Greensburg

Turn left onto St. Clair Ave.

Greensburg Activity Center will be on your right