



## FACILITY USE HANDBOOK

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Sly Park Environmental Education Center  
5600 Sly Park Road  
Pollock Pines, CA 95726  
916-228-2485  
[www.slyparkcenter.org](http://www.slyparkcenter.org)

Sacramento County Office of Education  
PO Box 269003  
Sacramento, CA 95826  
916-228-2500  
[www.scoe.net](http://www.scoe.net)



## Sly Park Environmental Education and Conference Center Facility Use

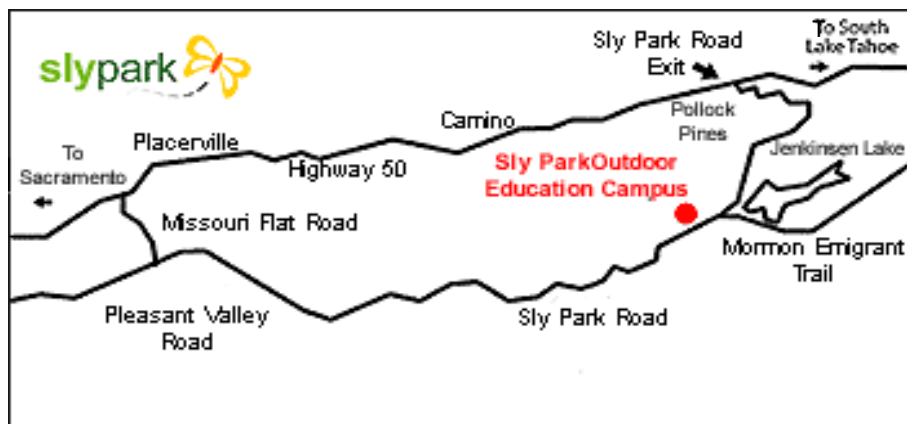
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The purpose of this handbook is to provide important information and guidelines for groups renting the Sly Park Environmental Education and Conference Center Facility.

The Sly Park Environmental Education and Conference Center (Sly Park) is an outdoor science and environmental education campus, operated by the Sacramento County Office of Education (SCOE). During the summer, and occasionally on weekends, private organizations may rent the facility.

The campus is located approximately sixty miles east of Sacramento and six miles south of Highway 50 on Sly Park Road in the El Dorado National Forest. The elevation is 3500 feet. During the fall and spring, the days are warm and the evenings are cool. From mid-November through April, inclement weather can occur, sometimes resulting in some snow. During the summer months it can be quite warm, although it is usually 10-15 degrees cooler than Sacramento. Of course, in the mountains weather can vary dramatically. Be prepared with clothing and gear for any kind of weather conditions.

### Location



From Sacramento:

- Take US 50 EAST for 56 miles
- Take the SLY PARK RD. exit, exit 60
- Turn RIGHT onto SLY PARK RD.
- Continue on SLY PARK RD. (past Jenkinson Lake) for 6.2 miles
- Look for the school crossing signs and large crosswalk near the USFS Fire Station
- Turn RIGHT into the SLY PARK ENVIRONMENTAL EDUCATION CENTER driveway
- Our address is 5600 Sly Park Rd., Pollock Pines, CA 95726
- *Estimated drive time is 1 hour 10 minutes. Estimated total distance is 64 miles.*

## **VISITORS**

In order to maintain the safety and security of your participants, unregistered visitors are **not allowed** at the Sly Park Environmental Education Center while your program is in session. Anyone dropping off or picking up a participant must check in at the Sly Park office.

Visitors may not walk around the site or participate in your program unless they are pre-registered as a participant or have pre-authorized permission from your group's director to visit. All authorized visitors must check in at the Sly Park office upon arrival.

## **ACCOMMODATIONS**

There are eight cabins, each with 28 participant beds and three chaperone/cabin leader beds. The heated cabins have bathroom facilities with sinks, showers, and toilets. **Food, gum, candy, and beverages (except water) are NOT permitted in the cabins, gym, or conference room.** Two of the cabins are wheelchair accessible. Only assigned cabins and restrooms may be used. The staff cabin has eight rooms with a total of 16 beds, three shared restrooms, and a small kitchenette with a refrigerator and a microwave oven. Participants are responsible for maintaining clean living areas during their stay.

Linens are not supplied. All participants will need to bring a sleeping bag or bedding, a pillow, bath towel(s), hand towels, toiletry articles, etc.

Other facilities available include the education building (seven individual meeting rooms), gym, amphitheater, arts and crafts room, and conference room. Use of any of these facilities must be arranged when you make your reservation and must be listed on your program agenda. There are hiking trails from Sly Park to Jenkinson Lake, Park Creek, and Clear Creek.

Sly Park has an observatory and a climbing wall available for an additional charge. You must submit your request in writing at least six weeks prior to your arrival if your group is interested in utilizing these unique amenities.

During normal working hours, the Sly Park facility Director/designee, kitchen staff and/or custodian will be available to assist you. An after-hours emergency contact number will be provided for emergency situations that occur at night or after normal working hours.

## **CHECK-IN/CHECK-OUT TIMES**

Leadership staff may arrive at 1:00pm. Participants may begin to arrive at 3:00pm. Cabins will not be ready to move into until 4:00pm. Cabin check-out on the last day is 9:00am. The rest of the facilities included in your group's contract are available until the scheduled departure time. A late fee may be charged if the cabins are not vacated by 9:00am or if the facility is not vacated by your scheduled departure time.

## **FOOD SERVICE**

Sly Park provides food for every scheduled meal. Food is served cafeteria style. We cannot provide use of our kitchen facilities for your own cooking. Breakfast is served from 7:30am to 7:55am, lunch from 12:00pm to 12:25pm, and dinner from 5:00pm to 5:30pm. You must submit your request in writing at least six weeks prior to your arrival if your group is interested in modifying meal times (up to 30 minutes before or after regularly scheduled meal times). Food service lines are not kept open indefinitely; participants who expect to eat need to be at the dining hall at the scheduled serving time.

Sly Park has a standard menu. You must submit your request to modify the menu at least six weeks prior to your arrival. There may be an additional charge for specialty food items. Please contact our Head Cook at (916) 228-2320 or slyparkkitchen@scoe.net to arrange your food service needs. It is very important that we receive accurate information about participants who have special dietary needs (i.e., vegetarian, lactose intolerant, gluten-free, other food allergies, etc.) two weeks prior to your arrival.

Pre-approved visitors who will be eating meals must sign in with the kitchen staff at the dining hall. Charges for extra meals will be added to your final invoice. Cash will not be accepted by Sly Park staff. Meals for pre-registered visitors will only be available if space allows, and must be reserved 24 hours in advance.

Your group will need to provide 14 kitchen helpers for each meal. Kitchen helpers should come to the dining hall 30 minutes before the start of the meal. They will eat and will then help serve and clean up. If you have a small group, fewer helpers may be needed.

## **FACILITY RULES**

### **Cabins**

**Food, gum, candy, and beverages (except water) are NOT permitted in the cabins.** The staff cabin, with its kitchenette, is an exception. If your campers bring snacks, store them in an appropriate area, such as the kitchenette in the staff cabin.

Do not move beds in the cabins. The beds are arranged according to fire codes for this type of facility. Please contact the Sly Park Director/designee if extra beds are needed in a cabin.

### **Campfires**

A campfire may only be built in the designated area at the amphitheater with the permission of the Sly Park Director/designee. The area surrounding the campfire ring must be cleaned of pine needles, sticks, etc. Campfires will not be allowed during extreme fire danger conditions. Sly Park reserves the right to prohibit campfires.

### **Gym**

Children must be supervised by an adult in the gym at all times. **Food, gum, candy, and beverages (except water) are NOT permitted in the gym.** The climbing wall is expressly off-limits, unless arranged in advance.

## **Housekeeping**

Sly Park custodians will disinfect the cabin bathrooms daily. Personal belongings need to be out of the bathrooms by 9:00am each day. Mops, brooms and dust pans are available in the cabin and/or the utility room next to the showers for tidying up living spaces throughout the day, if needed.

Participants are responsible for tidying their own living areas. Garbage should be emptied into the large trash can in the utility room next to the showers. The leader of your group is required to inspect each cabin daily to ensure that the cabins are being kept clean and that participants are adhering to all Sly Park rules. Program leadership should inform the Sly Park Director/designee of any maintenance needs in each cabin.

Your group is responsible for cleaning up any litter left by participants.

Before the participants leave Sly Park on the final day, a general inspection of their cabins must be done by your program's leader along with the Sly Park Director/designee. A departure checklist is included in this handbook. The group will be billed for any facility damage, graffiti, and/or vandalism, as well as extra custodial work needed if the cabins are left in disarray.

## **Other**

Sly Park is a public school campus. No alcohol, illicit drugs, tobacco use, or smoking are allowed on site at any time. Anyone who smokes or uses tobacco must do so off site, beyond the facility gate. Due to forest fire considerations, smokers must remain on the pavement. Knives and other weapons are not allowed on campus.

The cost for making photocopies and sending faxes will be included in your group's final invoice. Participants wishing to use the telephone must be accompanied by an adult.

## **RESERVATION/BILLING PROCEDURE**

You may make your reservation by phone (916-228-2485) or by email (slyparkreservations@scoe.net). The minimum reservation is 75 participants. Groups with participants under 18 years of age must provide adequate adult supervision for any children in attendance by maintaining an adult to child ratio of one adult for every 12 children.

You will receive a Memorandum of Understanding to sign and return to Sly Park. A 20% non-refundable deposit, payable by check to SCOE, will hold your reservation. Four weeks prior to your arrival, send us your program agenda so we can be prepared for you.

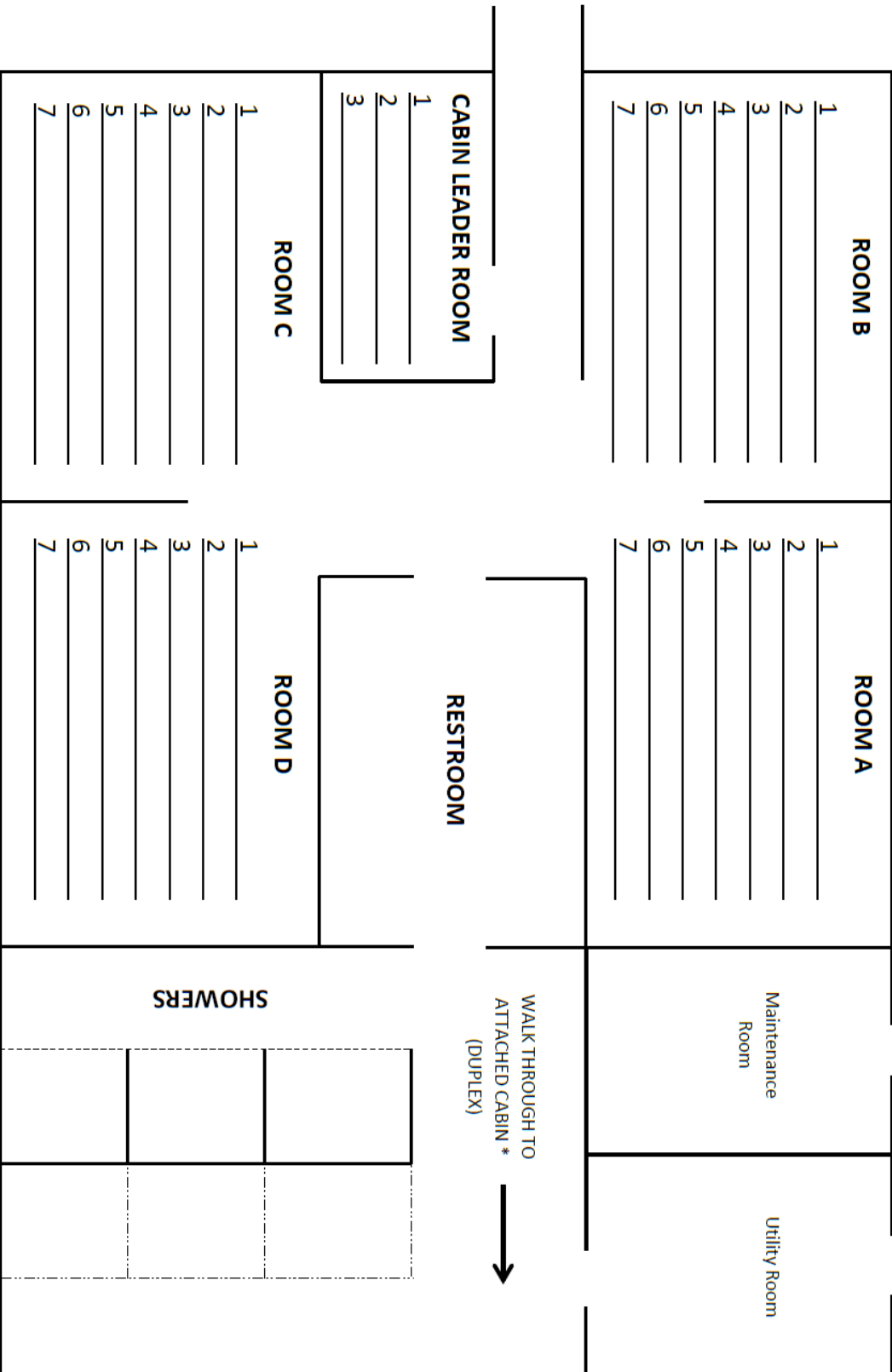
Your final invoice will be sent after the event. Final payment is due no later than 30 days after the invoice date.

## Sly Park Environmental Education Center Departure Checklist for Cabins

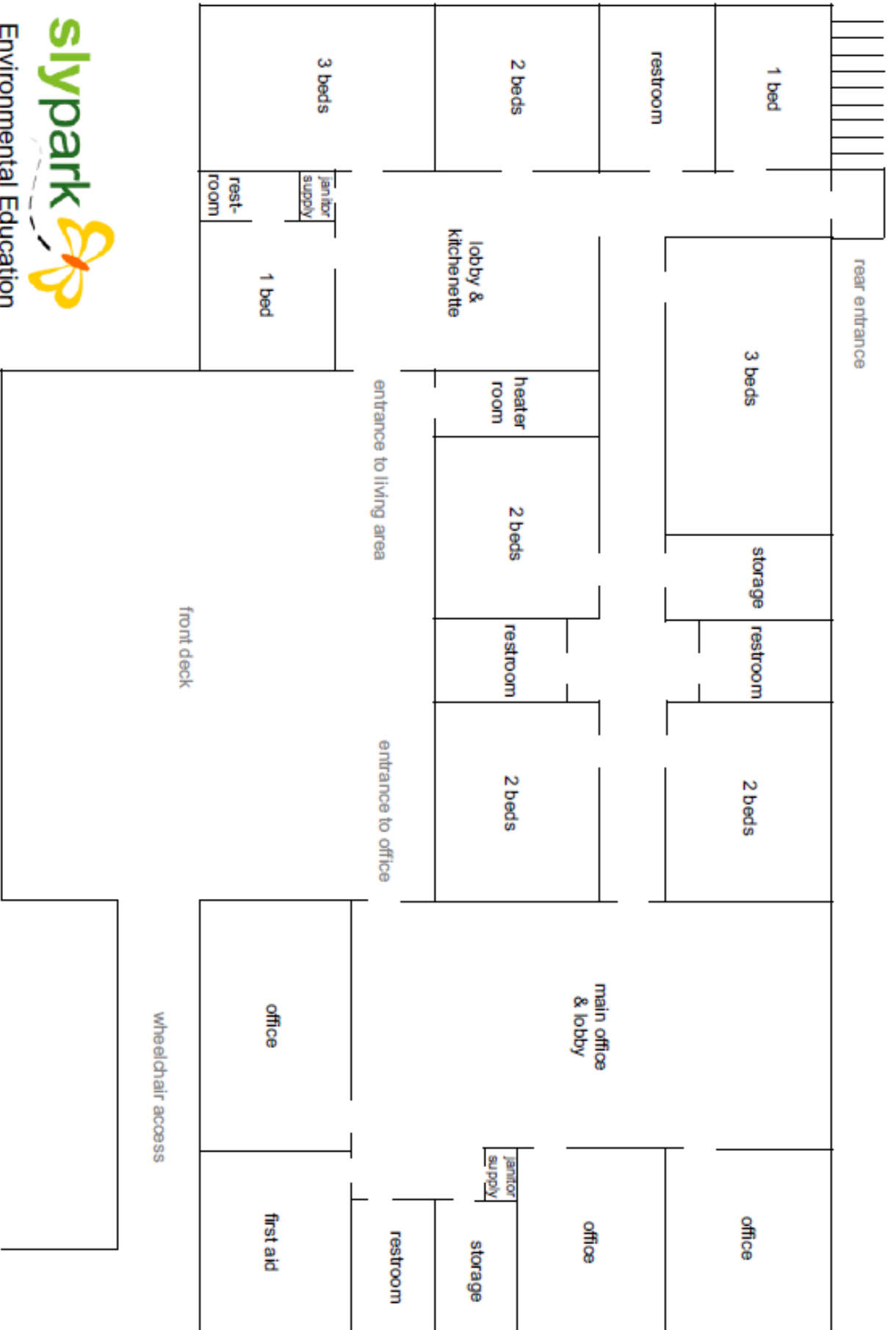
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- All luggage and personal belongings removed from cabin by 9:00 am
- Check for personal belongings and garbage in the following areas:
  - Closets, including top shelves
  - Drawers – close them after verifying they are empty
  - Under beds
  - Under mattresses
  - Window sills
- Litter picked up in and around the cabin
- All floors in every room swept thoroughly, including under beds
- Garbage emptied into large trash can in utility room (next to showers)
- Check for graffiti on:
  - Walls, floors, ceilings
  - Closets, cubbies and drawers
  - Mattresses and bed frames
  - Restroom stall doors and walls
  - Window sills
- Windows closed, curtains open, lights off
- Check and straighten book shelves
- Replace all cleaning materials
- Lost and found items turned in
- Report any maintenance needs

## Sly Park Cabin Map



\* Attached cabin (duplex) is mirror image



# Administration Building





- 1A Sly Park Office
- 1B Visiting Staff Housing
- 2A Discovery Center
- 2B Native American Interpretive Center
- 3A Maintenance Shop
- 3B Planetarium
- 3C Arts & Crafts
- 3D Conference Room
- 4 Education Bldg. / Classrooms
- 4A Animal Room
- 5 Café (Dining Hall)
- 6 Incense Cedar Cabin
- 7 Black Oak Cabin
- 8 Douglas Fir Cabin
- 9 Manzanita Cabin
- 10 Fox Cabin
- 11 Rattlesnake Cabin
- 12 Porcupine Cabin
- 13 Raccoon Cabin
- 14 Gym & Outdoor Courts
- 14A Ping Pong Room
- 15 Observatory
- 16 Storage
- 17 Emergency Generator

**Campus Map**

5600 Sly Park Road  
 Pollock Pines, CA 95726  
 (916) 228-2485  
 (530) 644-2071

[www.slyparkcenter.org](http://www.slyparkcenter.org)

