

# Flowchart/process for group leader reservation of Mallard Lodge facilities

Read the [FAQs for Mallard Lodge Facilities Use](#) to familiarize yourself with the procedures and guidelines described therein



If those guidelines allow for your group's use of the Lodge, complete/return the [Mallard Lodge Reservation Form](#) and/or contact Pearl Franklin, [pearlie.franklin@state.de.us](mailto:pearlie.franklin@state.de.us) 302-735-8689, to inquire about dates available



Once dates for your group's visit have been established, you will be sent (by way of and email from Pearl), a complete [Lodge use application packet](#). To secure your reservation, you need to return the [Mallard Lodge Facility Use Agreement](#), along with separate checks for the Lodge use rental fee and \$100 damage deposit (payable to DE Division of Fish and Wildlife)

Non-aquatic-ed.  
user groups



Your part in the reservation process has been completed. Await message from Pearl confirming your reservation.

Aquatic education  
user groups



To receive approval for aquatic education use, complete and submit also an [Aquatic-ed activity planner & reduced fee request form](#) + Detailed agenda and make sure at least one group leader has received training for Aquatic-Educator Lodge use\* within the time period beginning August 2014.

\* Although Lodge use dates can be booked ahead of time (prior to receiving training), arrangements should be made to ensure that at least one adult group leader, has (if a first time Lodge leader) attended one of the new (August 2014 or later) Mallard Lodge Facilities Use workshops, or (if a prior-to-August-2014-trained leader) has completed the on-line [ARE Facilities Use Orientation Module](#) before the actual dates of group stay at the Lodge (or risk forfeit of reservation).

For inquiries about facilities use workshops and training opportunities, contact Pearl Franklin.

# Checklist of responsibilities for using & exiting the Mallard Lodge facilities

About a week or so prior to a group's stay at the Lodge, the reserving group leader will receive an email from Pearl providing the numerical combination code for opening the Lodge lock box. Upon arriving at the Lodge, the leader should adjust the dials on the lock box to that code, in order to retrieve the keys for entrance to the Lodge.



Prior to the first night's stay, the group leader should review the [Mallard Lodge Ground Rules & Safety Procedures](#) with the group, including pointing out fire escape exits at each sleeping level and procedures for using them in the event of an emergency. As a key fire safety precaution, for each night of stay, the group leader should update the numbers on the blackboard located on the Lodge lobby wall to indicate the respective number of youth and adults that will be sleeping on each of the 3 levels. Should any emergency arise during the group's stay, a list of numbers to call is posted next to the living room pay phone.



When it's time to prepare for departing the Lodge, the group leader is responsible for seeing that all tasks on the [Mallard Lodge Check-out Checklist](#) are completed - including making note of any problems with Lodge conditions when they arrived, as well as any issues, damages or repair needs that occurred or were observed during their stay. Before leaving, this checklist should be signed and deposited in the black box located below the Lobby blackboard.

Non-aquatic-ed.  
user groups



Aquatic education  
user groups



Prior to vacating the building, make sure all windows are closed and doors secured, prior to returning the keys to the Lockbox and resetting all the numbers to zero.

In addition to completing the [Mallard Lodge Check-out Checklist](#), the group leader should see that all [Mallard Lodge Aquatic-Ed Volunteer Log](#) forms (a separate one for each day of stay) are filled in by all adult aquatic-education program helpers (in total accordance to instructions) and that those forms are signed at the bottom by the group leader and deposited in that same black box located on the Lodge lobby wall. All doors and windows should be secured and keys returned to the lockbox.