

# Troop & Guest Handbook



Hingham  
Girl Scout House

# In Case of Emergency: Call 911

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26 Burr Rd, Hingham MA 02043

## Directions:

1. From Route 3, take exit 15 for Hingham, Route 228 North.
2. First main intersection is Route 53. Go straight through this intersection to Main St Hingham.
3. Go about 4 miles, until you see Route 228 bend very sharply to the right. This is where you get off. Don't go to the right, instead get in the **left turn lane** and take a left on to Central Street.
4. On Central Street, drive about ¼ mile and immediately after Town Hall take a right on to Burr Road. The Girl Scout House is on your left, the house with the Girl Scout emblem on.

**Water Main shut off** – in basement to the left of the outside exit door, look for a valve with handle a little under waist height on a pipe. A second, emergency shut-off is beneath that at floor level.

**Furnace main shut off** – Red emergency shut off is in kitchen

**Circuit Breakers** – in basement to the left of the outside exit door; there is a light switch to the left of the electric panel to help you see the breakers

## Accidents Happen

If something breaks, please write it down on the feedback forms. We want to keep the house in great working order for everyone.

## Fire Extinguishers

Located next to the front door entrance, mounted on the wall.

## First Aid

First Aid kit on top of the refrigerator

Closest Hospital – South Shore Hospital in Weymouth

# Tech Stuff

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## Door Lock

To ensure safety for everyone, do not give out the code to the door to any other adult or girl in your troop. Only Troop Leaders and their Assistants should have access to the building.

## Telephone

None in the house. Adults should check their cell phone to ensure coverage for emergencies.

## Internet Access

Free Wi-Fi – see the bulletin board for the network name and password.

## Security Alarms

The house does not have an alarm system. Please make sure all doors and windows are securely locked when you leave.

# Fires

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Outdoor campfires require prior approval from the Fire Department and must be supervised by an adult who has completed the appropriate campfire training by Girl Scouts of Eastern MA

Indoor fires must be supervised by an adult who has completed the appropriate training for lodge fires by Girl Scouts of Eastern MA

# House Basics

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## Water

**Hot Water** heater is 30 gallons and located in the basement. It has a sensor on it to provide an alert via email should a leak be detected.

## Door Locks

The front and side doors can be left unlocked while you are using the house by using the Allen wrench mounted on the bulletin board. Hold down the door latch-bar, insert the Allen wrench into the small hole on the latch-bar, and turn the wrench. This keeps the latch-bar in the open position.

Be sure to reverse the procedure to lock the doors.

Be sure to return the Allen wrench to the bulletin board.

Please don't prop the doors open with rocks or anything else, as it destroys the weather stripping.

## Kitchen Area

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### OK to Use Unmarked Supplies

If items in the kitchen do not have a Troop number on them, they are there for all to share. You will often find salt and pepper, extra plates, plastic silverware, and napkins.

### Kitchen Stove

The two stoves are electric and smooth top. It is very important that they are cleaned properly after use, to keep them working well. Cleaning instructions are above the stove. Remember to clean inside the oven if you use it.

### Dishes

To ensure dishes are ready for the next guests, use hot water and soap please. Dry and put away your dishes. Please don't leave them in the drying rack for others to take care of.

### Recycling —Trash

Please take all your trash and recycling with you.

## Supplies

For your convenience, we stock dish washing soap, general cleaning supplies, paper towels and toilet paper. Use the feedback form if you find we are low on supplies.

## Outside

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### Poison Ivy

On the side property we have found poison ivy. Please do not use any part of the yard except for the firepit area with picnic tables. There is a playground across the street that is open to the public.

### Lights

**Outside Side Yard** - Spotlight switch is located in the kitchen just past the windows

**Front Door** - The light on the right side is motion detected and should turn on when you arrive and when you exit the building. The light on the left side is controlled by a switch inside the front door on the left.

**Main hall** – There are 4 dimmer switches. One is located just as you enter the room from the front entrance. The other three are located across the room near the kitchen door.

**Stage lights** - Located near the bathroom, the two right-most switches.

**Emergency lighting** - will come on if the house loses power.

# When Leaving

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Girl Scouts always leave a place better than they found it.

- Look everywhere for your belongings, even inside the refrigerator.
- Take trash and recyclables
- Take all your extra food
- Put away all dishes and wipe down counter and appliances
- Unplug the microwave and toaster
- Sweep the floors, wash the kitchen and bathroom floors if needed, vacuum the area rug
- Lock all the windows & doors

**ENJOY AND HAVE A GREAT TIME!**