



## Girl Scouts of Central Illinois Site Reservations

# Camp Tapawingo Mary Morgan Lodge

### Camp Tapawingo

1452 Hickory Point Road, Metamora, IL 61548  
888-623-1237 Customer Care  
Site Manager (cell) 309-231-6185

**Check In: 5:00 p.m.**

**Check Out: 2:00 p.m.**

### Mary Morgan Lodge

Mary Morgan Lodge is the focus point at Camp Tapawingo and is available mid-August through May. It is used to host large events throughout the year. The lodge is furnished with tables, chairs, heating and air conditioning and large fireplaces. Two levels are available with the upper level being more formal with wood flooring and the lower level mostly for activities.

The lodge accommodates:

#### Upper Level

- 150 for dining at round 5 foot tables in the upper level
- 225 seated in chairs only – no tables
- 50 overnight sleeping on mattresses

#### Lower Level

- 150 seated for activities at 5 foot round tables
- 50 for overnight sleeping on mattresses

#### Deck

- 50 additional guests can be seated on the outdoor deck

### Commercial Kitchen

A licensed food supervisor must be secured to use the commercial kitchen and all public health regulations must be followed. An orientation to the kitchen will be required before using commercial appliances (stove, dishwasher, oven, cooler/freezer). Catering providers are recommended.

### Audio Visual/Speaker System

Mary Morgan Lodge has a sound system. A microphone and stand can be arranged at spots throughout the upper level. Groups can also plug a portable music player into the system.

### Parking

The parking spots near the lodge are for handicap accessible use only. Guest parking is at the large parking lot near the pool. The parking lot can accommodate 100 cars.

### Decorations

No tape allowed on the wood floor and wood walls. Tacks are allowed on the walls but must be removed.

### Garbage

All garbage needs to be bagged and taken to the dumpster outside of the back door (northeast side).

### Floor Care

Avoid dragging heavy furniture and equipment to prevent scratching of the wood floor. If using carts to move heavy items ensure the carts have soft rubber tires. Avoid the use of sand or sawdust on the wood floors.

### Cleaning Instructions

- Upper Level Floor – sweep/dry mop floor first. Wood floors should be mopped with a vinegar and water solution. Pour one inch of white vinegar in a mop bucket. Add hot water until mop bucket is 3/4 full.

- Lower Level Floor – sweep
- Tables/Chairs – wipe down and leave up
- Deck – sweep
- Grounds – pick up all trash
- Restrooms – sweep floors, wipe off counters and sinks, take out trash

**Doors/Lights**

Ensure all doors and lights are closed and off before leaving the facility.

**Thermostats**

The thermostats need to be set at the following prior to leaving:

- Heat – 62 degrees in winter
- Air conditioning – 78 degrees in summer