



# Welcome to Camp Lutherwood Oregon

*Thank you for choosing Camp Lutherwood Oregon. Please read the following information and policies and sign to acknowledge compliance.*

*Return a copy to the Guest Coordinator at least two weeks before your stay.*

## **Location**

Camp Lutherwood is located in the foothills of the Coast Range, 15 miles west of Junction City on Highway 36. \*If you are using GPS, the internet signal will be lost about 5 miles before you arrive at camp! Please inform your drivers to take directions down rather than relying on maps.\*

From Portland head south on I-5, and take exit #209 west to Harrisburg - Junction City. You will wind through Harrisburg but follow signs to Hwy 99. Go left/South on Hwy 99 and continue through Junction City. Look for a stoplight outside of Junction City and turn right onto Hwy 36. Follow Hwy 36 for about 15 miles. Look for Alderwood State Park on the right and continue for a mile past the park. You will see a white fence and sign for Camp Lutherwood on your left at mile marker 37.

From Eugene, take the Beltline exit #195 west towards Junction City. From the Beltline, take exit #6: signs for Hwy 99 and Junction City. After the exit, turn left/north onto Hwy 99. At the first stoplight after passing Jerry's, take a left onto Clear Lake Road. This road will wind around past Fern Ridge Reservoir, and you will come to a stop sign at Territorial Hwy. Go straight, and the road will become Lawrence Rd. After 10 miles it comes to a T intersection with Hwy 36: turn left on Hwy 36 and continue through the curves for 5 miles. Look for Alderwood State Park on the right and continue for a mile past the park. You will see a white fence and sign for Camp Lutherwood on your left at mile marker 37.

## **Check In and Check Out**

Upon arrival, you will be greeted by the Guest Host. The Guest Host will provide the group contact with guidelines, emergency numbers and instructions on kitchen usage and supply storage. We ask all of our guest groups to participate in preparing Lutherwood for the next use by completing a basic clean of the cabins and kitchen after their use. Please complete the cleaning checklist and return it to the Guest Host before your check out time. The Guest Host will go over the cleaning checklist and provide a billing statement with your final balance, which you can mail to Lutherwood or consider as invoice for a zero balance.

## **What to Bring**

Please review the suggested packing list and add anything particular for your group needs! Camp Lutherwood Oregon has a limited supply of linens and towels, so please do not plan for these except in an emergency situation. All cabins have bunk beds with spring mattresses and all buildings are electrical heating. Grounds are well lit, but flashlights and electric lanterns are useful for moving around at night. The coast range can get cold at night and most of camp is ground cover of grass or bark mulch: plan clothing and shoes accordingly!

### **Alcohol, Drugs & Firearms**

There are to be no illegal substances, intoxicants, fireworks, or weapons/firearms (including hunting knives) of any kind at Camp Lutherwood Oregon. This includes tobacco in any form (including smoke, chew or e-cigarettes), marijuana and marijuana paraphernalia in any form (including smoke, edible or liquid) and all illicit drugs. Smoking cigarettes is permitted ONLY in the parking lot on the gravel. Cigarette butts must be disposed of properly. Consumption of alcohol on-site without permission will result in a \$200 fine and can result in your group being dismissed. If your group would like to have alcohol while on-site, please submit a request to the Guest Coordinator. Underage use of alcohol will not be permitted at any time and Camp Lutherwood Oregon will notify the authorities of any illegal activity.

### **Damage Loss**

The user group agrees to pay Camp Lutherwood Oregon the amount reasonable necessary to repair or replace property/equipment damaged or destroyed during guest group's use. Any accidental damages/repairs need to be reported to the Guest Host. The Guest Host will have the user group acknowledge the damage and an invoice for any damage will be sent after the user group's departure. Camp Lutherwood is not responsible for personal articles lost or stolen. Any personal sports equipment brought is the sole responsibility of the owner. Camp Lutherwood Oregon is not liable for the breakage of, or accidents resulting from, personal sports equipment used while on site.

### **Dismissal of Guests**

Camp Lutherwood Oregon reserves the right to require that the group remove from this facility any persons who, in the sole opinion of Guest Host, are creating a disturbance or who are otherwise disrupting activities on this facility. The total number of participants on the premises will not exceed 200 unless otherwise approved.

### **First Aid & Medical Transportation**

The user group is responsible for providing first aid, CPR, and non-emergency transportation for the members of your group. Camp Lutherwood Oregon advises the group to provide adults on-site with First Aid, including training on blood-borne pathogens, and age appropriate (Infant/Child/Adult) CPR certification, including the use of breathing devices (pocket masks) from a nationally-recognized provider. User groups are advised to bring their own First Aid kits but you will also find a First Aid kit in the kitchen. The AED is located on the Cascara cabin porch to the left of the front door and should only be used by trained persons. Emergency transportation is available through local emergency response groups by dialing 911. If a personal vehicle is transporting the patient to the emergency room or urgent care, we recommend having a designated car for this purpose. There is a phone located in the back of the Lodge tent for emergency use only. Local emergency phone numbers are posted by this phone.

### **Group Information**

Camp Lutherwood Oregon recommends rental group leaders and staff responsible for or access to campers be properly screened prior to their stay at camp.

Camp Lutherwood Oregon advises the user group leader to have in writing the following information:

1. Names and addresses of all participants ,
2. Emergency contact names and numbers,
3. A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site,

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4. For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

All the above information is used for emergency purposes only and will not be used for solicitation. If Camp Lutherwood Oregon staff share responsibility for supervision of camp activities, group leaders will meet with the on-site host to review expectations and responsibilities of staff and group leaders. Camp Lutherwood Oregon advises rental group leaders to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

### **Incident/Accident Reporting**

All emergencies must be reported to the Guest Host immediately. The Guest Host will have the authority to request the completion of an incident/accident report. The Guest Host will provide the incident/accident report.

### **Intruders**

All camp visitors must check in with the rental host as well as the rental group leaders before entering any camp buildings. Guest groups should notify the rental host of any unwanted visits. The rental host will take appropriate measures to remove the intruder, including calling the sheriff if necessary.

### **Insurance Liability**

All user groups must carry their own liability insurance naming Camp Lutherwood Oregon as an additional insured for the time of use, and must provide a certificate of insurance as evidence. The liability insurance must include a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to Camp Lutherwood Oregon prior to the date upon which the User begins to use the premises. The certificate of insurance will indicate that User has made Lutherwood an "additional insured" on User's policy with respect to the use by User of the premises.

### **Kitchen Policies**

For all groups using the kitchen in any capacity, space in the reach in or walk in fridge and freezer will be marked for your group. The group is responsible for cleaning the kitchen and all supplies used. Dishes, utensils, and cooking equipment are available for use, however, a dish sanitizer overview with the Guest Host is required for the group contact and any others in the dish room. Health code recommends the following for industrial kitchens: all food preparers should wash their hands with soap and water before any meal preparation, after any trips outside the kitchen or to the restroom. Only clean and sanitized utensils and equipment should be used to prepare food and food contact surfaces should be cleaned and sanitized after each use. Minimize the time that potentially hazardous food remains between 40°F and 140°F. Every group is asked to check refrigerator temperatures to ensure accurate temperature range for proper storage of potentially hazardous foods. Temperatures should be at or below 40°F. Please notify appropriate staff if the temperature exceeds 40°F. The fee for kitchen use is \$75 per day.

### **Lost and Found**

All items must be collected before departure but items that are left contact Camp Lutherwood Oregon. All items found will be held for 90 days and will be at the owners cost to be returned back to the owner.

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### **Parking**

All cars must be parked in the lot to the left of the camp entrance. Please note that there is no parking in the lawn along the highway on either side of the camp road. Vehicles may drive over the bridge to unload, but no vehicles may be parked across the bridge overnight. RVs are allowed in specific areas across the bridge. What constitutes an RV will be determined by the Guest Host and will be discussed initially with the Guest Services Coordinator.

### **Pets**

Pets are **not** allowed across the bridge at the camp unless they are certified service animals for disabled persons. Contingency plans will be the sole responsibility of the group contact should a pet be brought, and no adjustment of the contract will be made for participants that cannot stay due to pet conflicts.

### **Pool & Jacuzzi Policies**

The pool is available for use May to September. At all times there must be present a certified lifeguard with First Aid, including training on blood borne pathogens, and age appropriate (Infant/Child/Adult) CPR certification provided by the group or by Camp Lutherwood Oregon. If the guest group is providing their own lifeguard, a current copy of their lifeguard certification and CPR/First Aid cards must be provided. A lifeguard may be made available to groups upon request for a minimum of 3 hours at \$25 per hour. All lifeguards will receive instruction on safety procedures, hazards, rescue/emergency equipment, and emergency phone numbers. The pool/Jacuzzi use fee is \$100 per day. The Jacuzzi is resort sized for up to 30 people, under age 18 for more than 15 minutes is not recommend.

### **Site Information**

There are RV and tent sites with water and electricity hook-ups. There is not a sanitary dump available. Sleeping quarters consist of bunk beds with spring mattresses. For recreation we provide balls, hiking trails, basketball court and sand volleyball court along with open playing fields. We request that guest groups limit their activity to the property boundaries. The lodge tent has a large meeting area and dining area, available at all hours.

### **Supervision Ratios**

If your group includes minors, Camp Lutherwood Oregon recommends that campers be in groups of three when traveling to and from places as well as you adhere to the following supervision ratios:

<i>Age</i>	<i>Overnight ratios</i>	<i>Day-only ratios</i>
Up to 5	1:5	1:6
6-8	1:6	1:8
9-14	1:8	1:10
15-18	1:10	1:12

Exceptions to the supervision ratios can occur during large group games at the discretion of the group leaders. A minimum of two staff are recommended at the pool, archery range, climbing tower, creek activities, sleep-outs, and vehicle excursions. Additional staff is advised when the rental group deems necessary.

Camp Lutherwood Oregon advises all rental groups to provide training to all staff to minimize the potential of any one-on-one camper/personnel situation when out of sight of others, giving special consideration to restroom and shower protocols, the healthcare setting, special needs

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campers needing personal care assistance, desire or need for staff/camper one-on-one conversations, and program design.

### Low Ropes Course and Climbing Tower

Our course and tower are available to most guest groups, but no challenge course elements can be used without proper supervision. Arrangements must be made in advance with the Guest Coordinator. Both the course and the tower require a minimum of three hours and the number of facilitators depends on the group size, but we recommend at least two facilitators. The cost is \$100 per facilitator per hour. Each individual must also read and sign the Challenge Course Release Form which will be sent prior to arrival. Most challenge course elements are designed for groups of 10-15 people. For more information on our Challenge Course and group facilitation, please discuss with the Guest Coordinator prior to finalizing the agreement with the camp. This equipment can only be used as originally planned with the Guest Coordinator.

### Liability for Injury to Persons or Property

1) User group agrees to supervise and to assume full control and responsibility for any person, entities or things other than Camp Lutherwood Oregon personnel or property who/ which are, for any reason, on the facility by reason of user group's program or use of the camp. 2) Guest group agrees to defend, indemnify and hold harmless Camp Lutherwood Oregon and its past, present and future members, directors, officers, employees, agents, and independent contractors and its and their successors, assigns and heirs from and against any harm and/or claim made by any third party arising out of in any way connected with the user group's actions and/or failure(s) to act in respect of its use of the camp. 3) For the purpose of this section, "any person" includes, but is not limited to, User group's agents, employees, participants and visitors.

### Termination/Cancellation/Refunds

If group's contract is cancelled at least 30 days prior to guest arrival date, **any monies received in addition to the 30% deposit will be refunded**. If contract is cancelled less than 30 days prior to guest arrival date, the **entire deposit and 50% of the final estimated cost is due**. If group cancels less than 14 days prior to guest arrival date, **entire deposit and full balance need to be paid**. We understand that this is necessary because of the loss of revenue incurred out of the inability of Lutherwood to arrange for a replacement group on such short notice. Camp Lutherwood Oregon may terminate this agreement without any liability upon ten (10) days prior to use. This termination would result in a refund of the deposit and any other monies received.

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Signature by User Group Representative

Print Name

Date

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Signature by Camp Lutherwood Representative

Print Name

Date