

# WALLOWA LAKE United Methodist Camp

## WALLOWA LAKE UNITED METHODIST CAMP & RETREAT CENTER

84522 Church Lane, Joseph, OR. 97846

wallowalakecamp@gmail.com / 541-432-1271

Camp Directors: David and Peggy Lovegren

United Methodist Church Camp and Retreat Office: 1-800-J-WESLEY gocamping.org

Camp Directors can be reached at the above address and phone number. In the off-season, guests will be referred to Camp Director's personal phone numbers.

## Camp Policies and Procedures

Mission: Creating Sacred Spaces of Christian Hospitality and Learning.

We serve non-profit, educational, family, religiously affiliated groups, people seeking leadership development, spiritual nurturing, justice, community and pathways to healing.

1. Reservations, contracts and payments are to be handled by one representative of the group with the camp director.
2. **Representative agrees to share the camp policies with all their guests before they arrive at camp.**  
(please give a copy of the camp policies to all your guests ahead of time)
3. Groups handle their individual guest registrations, payments, programming and housing assignments. Housing numbers must be provided to Camp Director before arrival so cabins are properly stocked. Upon arrival a complete list of guests/cabins assigned is required, either a spreadsheet roster, or the form at end of this contract.
4. A final guest count (over 12 years), children (3-11 yrs.) & under 3 years is to be provided at least 14 days prior to arrival for meal counts.
5. A group leader should be the first person to arrive and check in with camp director to review lodging assignments, and cover any special information. The group leader can set up table outside Bailey Lodge or in parking lot to greet and check in guests. Please remind your guests to not arrive before check-in time.
6. Remind your group that it is unlawful to feed deer. Please keep away from deer and other animals so that they may remain as wild and to insure your safety.
7. Groups are responsible for providing their own health care provider. The site does not provide health services. The group is responsible for bringing first aid supplies and a person currently certified in at least Red Cross Standard First Aid and CPR. The group is responsible for providing its own emergency transportation. We highly recommend your guests provide you with a health form in case of emergency. Every illness or accident requiring medical attention should be reported to the Camp Director immediately.
8. Groups will be responsible for all of their activities off the Camp/Retreat site, including hiking, sightseeing, swimming, etc. The Camp is not responsible for any accidents or incidents related to off- site activities by the guest group or individuals within the group. Youth events must have a minimum of two approved adults at all times. After the first 2 adults for 10 youth, groups need to have 1 adult for any additional youth up to the next 10 and so on.
9. Visitors not staying overnight will be charged a \$10.00 per person per day – use fee.
10. The camp bell is rung 5 minutes before meals and can also be a useful tool for your program purposes in signaling camp schedules – ring 4 to 6 times only, because it is also our emergency warning system for the camp. When it is rung continuously (in an emergency) everyone must proceed immediately to the parking lot and wait for instructions.

11. Bailey Lodge / Dining Hall: Mealtimes are at 8:00 a.m., Noon, and 6:00 p.m. unless otherwise arranged with Directors in advance.

Dining is buffet style in Bailey Lodge: seats up to 96 inside (really full!) and 72 outside on patio.

Bailey Lodge includes a large fireplace, firewood, piano and sound system for announcements.

Groups may be assigned an area of tables with their group name.

With prior approval sack lunches can be provided to the group in place of hot lunches. Sack lunches are made by guests right after breakfast. We can provide a cooler to transport sack lunches.

Groups must let us know if there are special dietary needs at least 14 days in advance of their camp. We can offer vegetarian & gluten-free (not celiac) options. We do not offer vegan or dairy free but do offer many delicious, plentiful, fresh options to choose from at each meal, including proteins, fresh fruits, vegetables, desserts, beverages... We suggest guests with special diets bring foods to supplement meals. There is a small guest refrigerator in Lodge and mini refrigerators in the deluxe cabins.

Bailey Lodge has 24 hour complimentary coffee, tea, hot chocolate and water.

**\*If groups would like "ice" they need to bring it with them in a cooler, or use the mini ice cube trays in deluxe cabins.**

**\*No "cooking" is allowed at camp (except in Jim /n Dory's River Cabin & inside RV's not with a group), just re-heating**

**\*Guests may not remove food from the dining hall or patio and may not bring outside meals into the camp without prior approval from camp directors.**

**\*Absolutely no food or beverages are allowed in rustic rooms or tents**

12. Groups agree to set up and take down dining tables/chairs as needed for their group.

13. **All groups and individuals are responsible for cleaning of cabins, rustic rooms, shower houses and grounds before departing.** Cleaning requirements are listed in notebooks in each cabin and on the walls of the rustic accommodations and shower houses. If an individual is unable to clean their accommodations the group leader will find someone to assist them. Please pick up all toys & recreational equipment before leaving.

14. Recycling should go in the appropriate marked tubs behind the lodge.

15. In Deluxe yurt cabins, White cabin & River cabin bedding & towels are furnished (please bring your own toiletries & coffee grounds) We do not change-out towels during your stay for environmental & rate reasons but you can request a fresh towel if you need one. If you forgot toiletries ask staff. **Before departing, please bring sheets and towels to Camp Laundry. Please DO NOT bring mattress pads, pillows, quilts, blankets, unless soiled.**

16. We do not have public laundry facilities but there is a nice laundry at the south end of Joseph.

17. In rustic rooms, guests are responsible for bringing their own bedding, towels, & personal items, **no food or drink!**

18. The camp staff are not responsible for lost items or items left at camp. Unclaimed items will be donated.

19. **DRUGS ARE NOT PERMITTED.** Possession or use of drugs (other than prescribed medications) by anyone in the group will result in their removal from the camp without refund. **ALCOHOL** - Special permission may be secured in advance from Camp Directors for the use of alcohol at adult camps. Groups will be responsible for taking all alcohol containers (empty and new) with them when they leave.

20. **Smoking** is prohibited on camp property.

21. **PETS: For the health and safety of our guests, and natural wildlife, pets are not allowed at the site except pre-approved service animals (does not include "therapy or companion pets")**

22. It is expected that all persons will act with respect and care toward the natural environment, and camp facilities. The Directors reserve the right to require persons to leave the facility who, in the sole opinion of the Camp Director, are creating an unwarranted disturbance, are otherwise disrupting activities in camp, or are posing a health/safety danger to others. Tricks and/or pranks are not allowed. This includes cabin "raiding." **Your group will be held financially responsible for damaged or missing property, including graffiti or defacing of any kind to**

the extent any such property is damaged or missing as a result of the negligent acts and/or omissions of your group, it's officers, agents and employees. Sidewalk chalk not allowed

23. **The Camp reserves the right to serve more than one group on the site at the same time**, unless a group contracts for exclusive use of the site.
24. Camp Office: hours vary. Guests needing immediate assistance should call 541-788-8687 or 9-1-1 for emergencies
25. Camp Store: located in Camp Office, includes lots of unique gift items as well as clothing, art, and useful items.
26. Internet: Wi-Fi is available by password in Bailey Lodge, Wallowa Meeting Cabin, Hill Hall & Volunteer Center. Cell phone service is available for certain carriers.
27. Maintenance: please report any issues immediately. The group assumes responsibility for damage done to Wallowa Lake Camp property beyond normal wear and tear.
28. Acceptance and participation are the same for everyone regardless of race, color, national origin, age, sex, religion, or handicap conditions. Discrimination in any form by the Camp and Retreat Center or its staff is strictly against policy and should be reported to the Director of Camping (1-800-JWESLEY). Discrimination in any form is strictly against policy of the U.S. Department of Agriculture related to its programs and services also, and should be reported to the Secretary of Agriculture, Washington, DC 20205.

#### 29. BILLING POLICIES

1. **Deposit:** the deposit is based on 25% of the total estimated charge for housing and meals reserved. The deposit will be credited towards the final bill. Making a reservation is an important commitment and should be done carefully and conservatively. **If a group should cancel their reservation, their deposit is non-refundable.**
2. **Reservation Changes:** After submitting your signed contract and deposit:
  - If your group cancels the deposit will not be refunded.
  - 0-90 days prior to reservation, you will be required to pay for all contracted housing.
  - 0- 14 days prior to reservation you will be required to pay for meals reserved.
  - You can increase your contracted housing/meals if space is available with pre-approval from directors
3. **Additional Use Fees:** If more persons use the camp than the guest group has reserved for, the guest group shall pay additional fees to the camp as applicable, such as day use guests, extra guests at meals..
4. **Meal charges:** The meal count called in 14 days in advance will be the minimum charged for meals. Any additional guests partaking of meals above the called in meal count will also be charged.
5. **Final payment** is due before group departs from camp unless otherwise arranged by camp director. Please, pay with one check payable to “Wallowa Lake Camp” or with cash. **If a credit card is used, there will be a 3% charge to cover the credit card fees.**
6. A balance forward is charged 1% per month on unpaid balances.

**In order for us to be able to continue our ministry, we need to be excellent stewards of this camp. You are our partners in the success of this camp. Thank you for booking carefully, understanding our rules and respecting our billing policies. We look forward to seeing you at camp!**

This camp includes volunteer staff. Interested in volunteering (includes housing/meals) let the Directors know. All volunteers are interviewed, background checked, and Director approved.

**HOUSING CHART**

**CABIN**      **GUEST NAMES & (A=Adult, Y=Youth 11-17, C=Child 3-11, T=Toddler under 3)**

Jewell Box \_\_\_\_\_  
\_\_\_\_\_

Bennett \_\_\_\_\_  
\_\_\_\_\_

Bucks \_\_\_\_\_  
\_\_\_\_\_

Rejoice \_\_\_\_\_  
\_\_\_\_\_

Reed \_\_\_\_\_  
\_\_\_\_\_

Morning Glory \_\_\_\_\_  
\_\_\_\_\_

Dawson \_\_\_\_\_  
\_\_\_\_\_

Albertson \_\_\_\_\_  
\_\_\_\_\_

Johnson \_\_\_\_\_  
\_\_\_\_\_

Nez Perce \_\_\_\_\_  
\_\_\_\_\_

Mountain Song \_\_\_\_\_  
\_\_\_\_\_

Nora Rose \_\_\_\_\_  
\_\_\_\_\_

Coho \_\_\_\_\_  
\_\_\_\_\_

White (front room) \_\_\_\_\_  
(middle room) \_\_\_\_\_  
(back room) \_\_\_\_\_

Quad (7 in ro. for a total of 28) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bunkhouse front \_\_\_\_\_  
\_\_\_\_\_

Back \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tulley \_\_\_\_\_  
\_\_\_\_\_

Bolen \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

River Cabin \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_