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Westminster Woods

Westminster Woods is a Christian Camp and Retreat Center dedicated to the glory of God; providing year-round facilities for recreation, worship, and spiritual growth.

Thank you for your interest in booking a retreat at Westminster Woods.

Enclosed is an information packet. Please read the packet, Keep your copy and sign the **Reservation Form, Extra Cost Worksheet, General Information and Rules Statement, Cancellation Policy, and the Waterfront Policy (5 pages)** and send with the deposit check back to Westminster Woods Camp.

Your reservation will not be considered confirmed until we receive the signed forms back from you or you e-mail us confirming the dates.

If you have any questions, please do not hesitate to call us.

In His Service,

Brian and Diane Wheeler

Westminster Woods Camp and Retreat Center

Facilities Available

For Reservation:

Dining Hall: Full commercial kitchen, all cooking utensils, tableware and 2 meeting/dining rooms.

Sleeping Cabins: 7 cabins available, each cabin has 2 sides that share a front porch. Each side of the cabin sleeps 10 people on bunk beds and has its own bathroom. There is not a connecting door.

Chapel on the Hill – new modern facility, double projection screens, sound system, small kitchen. Bathrooms & seating for 200 in chairs

Chapel in the Woods: Chapel with small kitchen, 2 full bathrooms, and sleeping loft.

Louis Lodge: 2 upper level units. Each unit has 2 bedrooms, 2 baths, a kitchen area, living area, and can sleep 8 to 10 people.

Lower level sleeps 20 people in dormitory style and has 2 showers in the bathroom area. Also included is a lounging area.

Facilities included in your reservation – If you are not renting all of camp facilities are on a first come basis.

Endicott Memorial Playground – fenced playground for younger campers

P.E.W. – Gazebo in the woods for quiet reflection or small groups

Inspiration Garden – garden with benches and chairs for individuals or small groups

Nelson Shelter – covered picnic table area with fireplace and cooking grills

Lilly Pond Amphitheater – Amphitheater with firepit for vespers etc.

Outdoor Sanctuary - campfire area surrounded with benches facing a rustic cross and alter

Maranatha Lake – with sand volleyball and swimming For an additional fee – Rave (floating 21' trampoline with mini-blob), boats and lifeguards are available

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CANCELLATION POLICY DEPOSIT INFORMATION 2017

- Deposit amount - \$50.00
- When is deposit due? When you sign and send back your registration form

Cancellation Policy Cancellation of all retreats must be done in writing. Cancellation will result in forfeiture of deposit and if within **twelve** months of scheduled arrival date and it will require payment of the minimum facility fee for all facilities reserved. In the event of inclement weather or other such unforeseeable crisis, the camp administrator in consultation with the camping committee and retreat leader will negotiate an equitable solution.

Rescheduling Policy In the event you desire to reschedule your retreat, it must be done 6 months prior to the stated arrival date or the cancellation policy will apply.

WAYS TO LOSE YOUR DEPOSIT

1. Do not clean all facilities used
2. Intentional damage to facilities or equipment
3. Fail to follow camp rules
4. Prop open windows or doors while running heat or air conditioning
5. Littering
6. Not returning sports equipment to proper place
7. \$5,000 fine if we see alcohol on premises

FACILITY CLEAN UP

Each facility your group uses needs to be cleaned. This may include: taking out trash, washing and putting away of all dishes used, wiping down counters, sinks, toilets, etc., sweeping, mopping, or vacuuming. Each facility will have clean up posted. If you have any questions – contact camp administrator. A quick inspection will be done prior to your group leaving.

ABOUT CAMP

The Presbytery through mission funding in part subsidizes Westminster Woods. It is because of this funding that camp rates are very reasonable. Please respect the giving of all persons who help fund camp by following camp rules and regulations. Three of those rules are: 1. Respect all of camp property. 2. Leave the camp clean for the next group. 3. Respect the boundary lines of the adjacent landowners.

This signature is for all of 2017

Signature of responsible party

Date

Westminster Woods Camp and Retreat Center

What you should bring

1. First Aid Kit – We have some supplies in case of emergency, but need each group to bring supplies for their own basic needs.
2. Flashlights – In case of power failure and for walking at night.
3. Clothing and Shoes - substantial enough to withstand the rigors of hiking. Walking barefoot is not recommended.
4. Insect Repellent – Tick and mosquito
5. Bedding – The camp provides bunks and mattresses. You need to provide your own sleeping bags, pillows, etc.
6. Towels
7. Toiletries – campers are responsible for all personal hygiene products.
8. All of your food and drinks other than water.
9. Emergency medical information on your campers.
10. We recommend a Consent Form for medical treatment on all minors.

We provide all firewood and matches needed.

Miscellaneous Information

- Weather Alert – We will monitor weather for you and keep you informed to the best of our ability.
- Reptiles – Wildlife is abundant on camp and this includes various types of snakes. While most snakes are not poisonous, some are. Please use caution. This is especially important when picking up rocks and walking on trails at night.
- Pets. – Bringing pets is discouraged. If you bring them you are required to keep them on a leash, clean up all messes they make, and pay for any damage they do to camp.
- Vegetation – There are thorny bushes and poison ivy in some parts of camp. To avoid contact please stay on paths and roads.

Please provide to all of the drivers in your group.

Westminster Woods Camp and Retreat Center

General Information and Rules 2017

1. Vehicles: all types of transportation are governed by the vehicle regulations. All campers must then park their vehicle and walk during the remainder of the retreat. All vehicles needed for camp programming must receive clearance from the camp administrator. If someone from your group is injured or handicapped and needs to use a vehicle during camp you must receive special permission from the camp administrator. **There are no vehicles allowed on cabin road.**
2. Camp provides some sports equipment. Normally basketballs, volleyballs, soccer balls, etc are available. Each group is responsible for returning all sports equipment to its proper place. Equipment not returned will be billed to the organization using the facility.
3. All injuries to campers are the financial responsibility of the group reserving camp.
4. Campfires are allowed at approved campfire sites only. Camp administrator must be informed when you plan to use one of these sites.
5. You are responsible for cleaning up after your group. Camp provides all cleaning supplies, brooms, mops, mop buckets, trash bags, etc. These supplies are to be used for cleaning only and are not to be used in playing games.

For the Cook

1. Camp provides all permanent type cooking and eating equipment, toilet paper, hand soap, hand towels, and dish clothes. Campers wanting to use disposable plates, silverware and cups need to provide their own. We also remind you to bring napkins.
2. If you would like to cookout on the grill, you need to bring your own charcoal and lighter fluid.

Items not allowed at camp include:

Alcoholic beverages	Guns
Harmful Drugs	Bows and Arrows
Fireworks	Knives (including pocket knives)
Obscene language	Destructive Behavior
Misuse of fire	Littering
Non-smoking facility	Do not bring Dogs except Handicap assistance

Each individual using Westminster Woods must accept personal responsibility for his or her own welfare and equipment along with any minors in their care. Groups must accept responsibility for the actions of the individuals within their group. Expenses for damage to the camp will be billed to the organization reserving camp. The undersigned agrees to be responsible for relaying this information to all campers and to pay for all damages incurred recklessly.

This signature is for all of 2016

Signature of responsible party

Date

Westminster Woods Camp and Retreat Center

Is owned and operated by the Presbytery of Southern Kansas
Presbyterian Church (USA)

Waterfront Policy 2017

- **All** waterfront activities need to be supervised by certified lifeguards.
- If you are choosing option #1 we recommend bringing 2 or 3 certified lifeguards with you to be responsible for the waterfront.
- All waterfront regulations must be obeyed at all times by all persons, adults included.

Waterfront Regulations Include but are not limited to the following:

1. Waterfront must be cleared if threatening weather approaches. This includes any lightening.
2. Life jackets must be worn by anyone using a boat.
3. No standing or horseplay in boats or canoes
4. No intentional dumping of canoes.
5. No jumping from one boat to another
6. Load and unload at dock only
7. Keep all boats away from swimming area
8. No fishing in swimming area
9. Secure all boats and canoes after use.
10. Oars and paddles must be returned to oar box
11. Life jackets must be returned to box
12. Never swim without a buddy
13. No swimming without responsible adult or lifeguard
14. No horseplay on platform
15. Lifesaving devices are to be used for that purpose only.
16. Waterfront area must be cleaned as well as all other facilities.
17. We highly recommend setting a certain time for waterfront activities.
18. Backflips or rocking are not allowed off of the docks.

The undersigned person agrees to make these terms available to all necessary parties and to take all responsibility for any accidents and/or injuries that may occur.

This signature is for all of 2017

Option #1

Waterfront supervision is the responsibility of the group booking camp. We will still follow guidelines listed above. This option not available during June or July - you must use camp guards.

Name _____ Date _____

Option #2

We are choosing to have Westminster Woods provide our lifeguards and to follow the rules set forth by those guards.

Name _____ Date _____