



Set Apart for the Sake of Christ

Welcome to Camp Lutherwood

Thank you for choosing Camp Lutherwood. Please read the following information and policies to help make your stay an enjoyable one. Please sign, date and send a copy back to camp.

Location

Camp Lutherwood is located 15 miles west of Junction City on Highway 36, right after milepost #37. Cars are parked in the driveway to your left upon entering the camp. Please note that there is no parking in the meadow area running along the highway in front of the Director's house. You may drive your vehicles over the bridge to unload, then we ask that you drive them back over and park.

Check In and Check Out

Upon arrival, please check in with the Rental Host. The Rental Host will provide the group with guidelines, emergency numbers and instructions on kitchen usage and supply storage. Please abide by the pre-arranged arrival times. We ask all of our rental groups to help in preparing Lutherwood for the group that is following them. To check out, complete the Clean Up Checklist Form and return it to the Rental Host. The Rental Host will check you out.

Summer Rentals

During the summer we run programmed camps from Sunday through Friday. Most weekends during the summer are available for rent from 4pm on Friday through noon on Sunday. If you are renting during our summer season please know that our summer staff lives on site over the weekends. They will do their best to keep out of the way and be discreet, but you may see them in the bathhouses or in the kitchen. The Yurt is unavailable for use during the summer, as it serves as our staff lounge. Sundays in the summer we lead a worship service at 10:30am followed by lunch. Your group is more than welcome to join us for either or both. If you have any questions or concerns about renting in the summer, please contact our office.

What to Bring

Bring your own linens and/or bedding and pillow. The cabins have bunk beds and have electrical heating. Some bathrooms are outside the cabin so bring a flashlight. It can get *very* cold at night so please bring warm, appropriate clothing (for the unpredictable Oregon weather) and an extra pair of shoes.

Group Information

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

Kitchen Use

Should your group choose to use our facilities to cook for your self we ask that you leave the kitchen in the condition you found it. We will provide dishes, utensils, and cooking equipment during your stay but your group is required to clean all these things before your group leaves. We will provide you with instructions for the Dishwasher and any other equipment you may want to use. We recommend the following for cooking in our kitchen: wash your hands with soap and water before any meal preparation and after any trips outside the kitchen or to the restroom, use only clean and sanitized utensils and equipment when preparing food, clean and sanitize food contact surfaces after each use, and minimize the time that potentially hazardous food remains between 40°F and 140°F. The fee for kitchen use is \$50 per half day used.

Alcohol, Drugs & Firearms

There are to be no illegal substances, intoxicants, fireworks, or weapons/firearms (including hunting knives) of any kind at Camp Lutherwood. Smoking is permitted ONLY in the parking lot on the gravel. We request that cigarette butts be disposed of properly. Alcohol is only allowed by permission of the Executive Director. Consumption of alcohol on-site without permission will result in a \$200 fine and could result in your group being asked to leave. If your group would like to have alcohol while on-site, please submit a letter explaining when you would like to have alcohol and how you will monitor its use. The Executive Director will notify you if and when your group can have alcohol. Underage use of alcohol will not be permitted at any time and Camp Lutherwood will notify the authorities of any illegal activity.

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 advises your group to provide adults with First Aid, including training on bloodborne pathogens, and age appropriate (Infant/Child/Adult) CPR certification that includes the use of breathing devices (pocket masks) from a nationally-recognized provider to be available while on camp property. User groups are advised to bring their own First Aid kits but a First Aid kit will be located in the kitchen. Emergency transportation is available through local emergency response groups by dialing 911. There is a phone located in the back of the kitchen by the back door. This phone is for emergency use only. The rental host will provide local emergency phone numbers.

Incident/Accident Reporting

All emergencies must be reported to the Rental Host immediately. The Rental Host will have the authority to request the treating person of a group complete an incident/accident report. The Rental Host will provide the incident/accident report.

