

## APPLICATION FOR USE OF WESTMINSTER WOODS

### CONTACT INFORMATION

Group/Individual Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Proposed use of Westminster Woods: \_\_\_\_\_

Begin date and time: \_\_\_\_\_ End date and time: \_\_\_\_\_

Day use only? (Yes/No): \_\_\_\_\_ Day facilities to use? \_\_\_\_\_

Number of users. Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

FACILITY	Weekday	Weekend	COST
Sleep Center/Dorm: half (sleeps up to 10)	\$90	\$100	
Sleep Center/Dorm: full (sleeps up to 20)	\$130	\$150	
Dining and Small Meeting Hall (kitchen)	\$110	\$125	
* RV Sites (8 available); # requested: <input type="text"/>	\$26 each	\$26 each	
* Chapel/Meeting Center (non-wedding)	\$180	\$200	
* Exclusive Use (includes all facilities & amenities)	\$520	\$600	
* Wedding (includes exclusive use)	\$825	\$950	
		DISCOUNT	
		SUBTOTAL	
Reservation Deposit: 10% of SUBTOTAL, or \$50, whichever is greater			
Cleaning/Sanitizing fee	\$50	\$50	
Damage Deposit (\$500 for alcohol use)	\$200	\$200	
TOTAL ( _____ DUE PRIOR TO STAY)			

**Rate:** Weekend rates are for Friday-Sunday; weekday rates are for Monday-Thursday.

**Exclusive Use:** full access to all facilities and grounds; no other use is scheduled.

**Reservation Deposit:** holds your reservation (\$50 minimum to lock reservation).

**Damage Deposit:** is refunded in full if facilities are left clean and undamaged.

\* These facilities are not available during an off-season (November 1-April 30).

Contact WW at: [fpcp@pendletonpresbyterian.com](mailto:fpcp@pendletonpresbyterian.com); 541-276-7681



## **POLICIES, PROCEDURES, AND RULES OF USE**

Note to Users: Policies, procedures, and rules described below are not meant to be rigid and inflexible. They will prevail in most situations, but you may request a variance from a policy, procedure, or rule if your group has special circumstances. Such requests must be submitted to Pastor, First Presbyterian Church of Pendleton. A written response to your request will be provided by Pastor or their designee.

### **PROCEDURES**

1. An application is required for all use of Westminster Woods, including reduced-cost or free-use events by Church groups, youth mission groups, etc. Westminster Woods reservations should be scheduled well in advance by calling the Church office at 541-276-7681, or by making arrangements via email: [fpcp@pendletonpresbyterian.com](mailto:fpcp@pendletonpresbyterian.com)  
*An application finalizes your reservation, provides your group's contact information, tells us what you need and want, and helps us prepare for your arrival.*
2. Renters and guests will return buildings, equipment, facilities, and grounds to a condition the same as, or better than, the condition in which they were found. This includes cleaning, washing, and putting away all items used during your stay.
3. Theft or vandalism involving Westminster Woods property is prohibited and will be reported to law enforcement authorities.
4. During an off-season (November 1 through April 30), two facilities are available for rental: dining and small meeting hall (kitchen) and sleeping center/dorm.  
Other facilities and amenities (RV sites, outdoor sports venues, 9-hole disc golf course, etc.) are not available during a November 1 to April 30 off-season.
5. During an off-season, rental reservations for dining and small meeting hall (kitchen), or sleeping center/dorm, must be made at least 14 days in advance.  
*This provides us with enough notice to remove snow and provide you with safe access.*

### **OPERATIONS**

1. Each group will designate a responsible person to serve as its primary contact. During its stay, a group's contact will coordinate activities with the Westminster Woods camphost.
2. A group's designated responsible person (primary contact) will complete check-in and check-out procedures with the Westminster Woods camphost.
3. The responsible person will note anything that is incorrect or broken on the check-out form before vacating the site.
4. All refuse is to be placed in the garbage cans or dumpsters provided (with off-season exceptions relating to lack of wintertime dumpster service).
5. A quiet time for the camp is designated for 10 pm to 6 am. During quiet time, users must be especially mindful of the rights of other guests.
6. All vehicles, motor driven conveyances, bicycles, and similar devices are restricted to roads or graveled areas, and to restricted speeds (10 mph).
7. Parking is allowed only in designated areas.

## **CONTROLLED SUBSTANCES**

1. No use of alcohol is permitted unless approved by the Pastor of First Presbyterian Church of Pendleton, and as authorized by an alcohol-use application and agreement.
2. Smoking of any legal substance is allowed in designated areas only.
3. Possession or use of illegal drugs, and other illegal substances, is prohibited.

## **NATURAL ENVIRONMENT**

1. No picking of wildflowers, nor unauthorized cutting of shrubs or trees, is allowed.
2. No digging or removal of soil, rocks, historical artifacts, fossils, or other objects is allowed.
3. No open fires are permitted except in designated areas. Fires are allowed when approved by the camphost, and in accordance with Oregon Department of Forestry fire season.
4. The following activities are prohibited:
  - a. Use of fireworks.
  - b. Hunting.
  - c. Handling or discharging of firearms (including BB and pellet guns).
5. Guests are encouraged to enjoy natural and historical amenities available on the property. Guides describing wildflowers, trees, and birds of Westminster Woods are available for your use, and information sheets about Oregon Trail and Emigrant Springs Park are also provided. If you would like your own copy of the wildflower or bird guides, they can be purchased; tree guides and information sheets are provided at no charge.

## **ANIMALS AND PETS**

1. Pets or animals must always be kept under control (on a leash or in a vehicle); a pet's owner is responsible for their behavior, and for cleaning and proper disposal of pet waste.
2. The existing trail system is not maintained for horse use, and horses are prohibited.

## **EMERGENCY PROCEDURES**

1. Once arriving at Westminster Woods, a group's primary contact will consult with our camphost to develop an emergency procedures plan for your stay.
2. A general Emergency Plan is posted in the dining and small meeting hall (kitchen) building. Our posted Emergency Plan does not cover specific circumstances of your stay.
3. Our posted Emergency Plan has contact numbers for sheriff, state patrol, and other law enforcement, hospitals, emergency transport, forest fire control, structure fire control (fire department), poison control, power outage, water outage, and the state park office adjoining Westminster Woods.
4. Our posted Emergency Plan describes location of our Automated External Defibrillator (AED) unit, and our first aid supplies.
5. Our posted Emergency Plan describes how our camp bell (located on north side of kitchen facing the parking lot) can be used to help notify users that an emergency is present.
6. Your group's Emergency Plan, developed in consultation with our camphost, should cover procedures for emergencies such as an armed intruder, forest fire evacuation, etc.

## **TERMS AND CONDITIONS OF AGREEMENT**

### **PLEASE READ CAREFULLY**

IT IS UNDERSTOOD that this agreement includes terms herein, and terms set forth elsewhere in this document, including but not limited to: Policies, Procedures, and Rules of Use; and Alcohol Policy, Application, and Agreement. It is further understood that terms of this agreement may not be altered by either party unless both parties agree to changes in writing.

THIS AGREEMENT is not binding upon either party until it is signed by applicant, and by Pastor of First Presbyterian Church of Pendleton, Oregon or their designee.

TO HAVE YOUR application considered, you must complete the application in full, complete and sign an Alcohol Policy, Application, and Agreement (if applicable), and submit all required fees. It is understood that if you do not do so, your application will not be considered, and you, and your group, will not be able to use the facilities.

IT IS UNDERSTOOD AND AGREED that applicant will abide by terms of this agreement, as well as Alcohol Policy, Application, and Agreement (if applicable), and check-in and check-out procedures. Applicant accepts responsibility for communicating terms of this agreement, and associated information such as the Alcohol Policy, to other persons in your group who are using Westminster Woods facilities pursuant to terms of this agreement. Applicant furthermore agrees to accept responsibility for overall conduct of all persons in their group when using facilities and grounds.

APPLICANT AGREES to pay an initial reservation deposit thirty (30) days prior to usage of facilities. Reservation deposit shall be 10% of total sum due to Westminster Woods, or \$50, whichever is greater. Remainder of total sum is due prior to arriving at the Woods, and it shall be paid to First Presbyterian Church of Pendleton, unless applicant makes prior arrangements with Pastor or their designee. A separate cleaning/damage deposit is also required, and it will be returned to applicant within fourteen (14) days of check-out if applicant and guests leave Westminster Woods in the same or better condition than they found it.

WESTMINSTER WOODS RESERVES THE RIGHT to remove from its buildings, grounds, and surrounding areas (controlled by Westminster Woods) any unauthorized person(s), as well as any person(s) who creates a disturbance, fails to abide by terms of this agreement, or fails to follow directions of the camphost, or Pastor or their designee.

IT IS AGREED that applicant is responsible for payment of any damage to buildings, grounds, surrounding areas, property, equipment, or fixtures at Westminster Woods, beyond ordinary wear and tear, that is caused by any persons using Westminster Woods pursuant to this agreement.

IF AN ACCIDENT OCCURS at Westminster Woods, including but not limited to, fires; destruction of property, equipment, or fixtures; or harm to a person, it shall be reported as soon as possible to the Westminster Woods camphost and the church's Pastor or designee.

IT IS UNDERSTOOD AND AGREED that insurance protection is the responsibility of applicant or group using Westminster Woods.

WESTMINSTER WOODS HAS THE RIGHT TO TERMINATE this agreement at any time, without liability to applicant, should, in the sole opinion of Westminster Woods, the facilities be threatened with destruction by fire or other events; or be so damaged that the facilities are not safely usable; or requirements of local, state, or federal authorities, laws, or regulations require closure of Westminster Woods; or Westminster Woods deems weather conditions to be too hazardous for safety of applicant and persons using Westminster Woods pursuant to this agreement.

IT IS FURTHER UNDERSTOOD AND AGREED that if Westminster Woods terminates this agreement, Westminster Woods shall have no obligation to applicant except to return fees already paid by applicant. However, if Westminster Woods terminates the agreement due to conduct of applicant or persons using Westminster Woods pursuant to this agreement, or violation of terms of this agreement, no refund of fees will be made.

APPLICANT AND ANY PERSONS USING FACILITIES PURSUANT TO THIS AGREEMENT hereby agree to indemnify Westminster Woods and First Presbyterian Church of Pendleton, free and harmless from any and all losses, damages, claims, demands, liabilities, causes of action or judgments, costs or expenses (including but not limited to attorney fees), of every nature for injuries to persons, property, or both, occurring in and about or in any way connected with Westminster Woods or its use by applicant or any other person(s) pursuant to this agreement.

IT IS FURTHER UNDERSTOOD AND AGREED that failure of applicant, or other persons using Westminster Woods pursuant to this agreement, to abide by terms of this agreement, may result in termination of this agreement without prior warning or notice, and may result in denial of future requests to use Westminster Woods by applicant or persons using Westminster Woods pursuant to this agreement.

**Westminster Woods Mission**

*Westminster Woods is a Camp and Conference Center located in the heart of northeast Oregon's Blue Mountains, where people of all ages can get away from the distracting routines of life to focus on contemporary issues, nature, and spiritual growth.*

## ALCOHOL POLICY, APPLICATION, AND AGREEMENT

Except as described below, consumption of alcohol at Westminster Woods is prohibited. Groups or individuals who want to consume alcohol at Westminster Woods must make this intent known when submitting an *Application for Use of Westminster Woods*. Those who consume alcohol recognize the need to do so legally, and in conformance with all applicable laws and regulations. Future requests for the use of the Westminster Woods will be denied for groups or individuals who violate the Westminster Woods alcohol policy.

### **Allowable Use of Alcohol with Approved Alcohol Application**

(1) Only wine and beer are allowed at activities sponsored by groups approved by First Presbyterian Church of Pendleton (Presbyterian Women, Koinonia Groups, Session or Commissions, etc.), or for other Presbyterian groups (Presbyteries, Synods, pastoral retreats), so long as the group brings their own wine and/or beer for their own personal consumption.

(2) At all Westminster Woods events involving catering services, wine and beer must be served only by individuals currently licensed as an Oregon Liquor Control Commission server. At non-catered events, including any utilizing a beer wagon or trailer, a responsible adult must serve wine and beer to guests, and supervise its consumption.

(3) A cleaning deposit of \$500 is required for events at which wine and beer are consumed. This deposit will be returned only after inspection of facilities and surrounding areas, and only if additional cleaning or repairs of said areas is not incurred by Westminster Woods. This deposit is in lieu of the general cleaning deposit for rental of Westminster Woods.

***This cleaning deposit applies to all renters and users of Westminster Woods, including Presbyterian Church groups.***

(4) Consumption of wine and beer only is restricted to the following areas of Westminster Woods: RV camping sites, dining and small meeting hall, chapel (Communion only), and meeting center. Consumption of wine and beer is not permitted in the bathhouse, sleeping center/dorm, lower kitchen/picnic area, or maintenance building facilities.

(5) When used for worship, alcohol consumption is permitted at the chapel for Sacrament of Communion. When chapel is used as a meeting center (non-worship functions), wine and beer only are allowed (but only if alcohol consumption is approved prior to the event or use).

(6) All applications for permission to consume alcohol at Westminster Woods shall be considered by Pastor of First Presbyterian Church of Pendleton (or designee). Applications for permission to consume alcohol must be submitted at the same time a group or individual submits their *Application for Use of Westminster Woods*.

(a) Except as otherwise permitted by Pastor (or designee), **consumption of alcohol other than wine or beer is prohibited**. Permission must be obtained for whisky shots at weddings. A group or individual may request a waiver of this restriction by submitting a written request to Pastor (or designee) of First Presbyterian Church of Pendleton.

(7) An individual or group using the facilities shall obtain and maintain liability insurance coverage (commonly known as a 'rider' or 'special endorsement' to a current liability policy) in an amount of no less than \$1,000,000 (One Million Dollars). The endorsement shall cover events and activities at Westminster Woods where alcohol is to be served and consumed. The insurance coverage shall name First Presbyterian Church of Pendleton as an additional insured of said policy. [This paragraph does not pertain to Presbyterian Church groups, as noted in paragraph 1 above, because they are insured through said church organizations.]

By Initialing and Signing Below, I, Applicant, hereby acknowledge that:

\_\_\_\_\_ I have read, understand, and agree to abide by terms and conditions in this policy and agreement. I understand that if my application is approved, I have a responsibility to inform participants in my group about terms of this policy and agreement.

\_\_\_\_\_ I understand that if my application is approved, I must present evidence of insurance information, as specified in item 7 above. Insurance evidence must be presented to Pastor (or designee) of First Presbyterian Church of Pendleton at least 30 days prior to my event.

In addition, the undersigned applicant waives, releases, and discharges First Presbyterian Church of Pendleton, and its officers, agents, and employees, from any and all claims for damages, personal injury, property damage, or wrongful death arising from alcohol use described in this application.

**APPLICANT:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name and Title

**PASTOR (or designee):**

Approved? (Yes/No): \_\_\_\_\_ Comments \_\_\_\_\_

\_\_\_\_\_  
Signature Date