

APPLICATION FOR USE OF WESTMINSTER WOODS

CONTACT INFORMATION

Group/Individual Name: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Mailing Address: _____

Begin date and time: _____ End date and time: _____

Day use? (Yes/No): _____ Day facilities to use? _____

Number of users. Adults: _____ Children: _____ Total: _____

Proposed use of Westminster Woods: _____

Check (✓)	FACILITY (See Note Below)	RATE ¹	COST
	Sleeping Center/Dorm: half, per night (sleeps 9)	\$75/\$100	
	Sleeping Center/Dorm: full, per night (sleeps 19)	\$125/\$150	
	Dining and Small Meeting Hall (kitchen), per day	\$100/\$125	
	<i>RV Sites (8 available), per day; # requested:</i>	\$20 each	
	<i>Chapel/Meeting Center (non-wedding), per day</i>	\$150/\$200	
	<i>Exclusive Use, per day (without chapel)²</i>	\$400/\$500	
	<i>Exclusive Use, per day (with chapel)²</i>	\$500/\$600	
	<i>Wedding, per day (total exclusive use)</i>	\$600/\$700	
		DISCOUNT	
		SUBTOTAL	
	Reservation Deposit: \$50 or 10% of SUBTOTAL, due now		
	Opening/Closing fee (one-time fee per stay)	\$50	
	Cleaning/Damage Deposit (\$500 for alcohol use) ³	\$200	
	TOTAL (_____ DUE PRIOR TO STAY)		

¹ Daily rates: Monday-Thursday/Friday-Sunday; 1 day is a 24-hour period.

² Exclusive use allows access to all facilities and grounds; no other use is scheduled.

³ Cleaning/damage deposit is refunded in full if facilities are left clean and undamaged.

Note: Italicized facilities are not available during the off-season (November 1-April 30).

Do you wish to have alcohol at your event? (If so, describe the circumstances) _____

Do you have special accommodations or needs we should be aware of? _____

By Initialing and Signing Below, I hereby acknowledge that:

_____ I read, understand, and agree to abide by: Policies, Procedures, and Rules of Use; and Alcohol Policy, Application, and Agreement (if applicable), and I am responsible for informing participants in my group about both documents and their requirements (if applicable).

_____ I understand that the reservation deposit is non-refundable if I cancel my reservation with less than 30 days' notice from my reserved date.

I understand that return of all, or a portion of, cleaning/damage deposit is based on applicant's compliance with Policies, Procedures, and Rules of Use, and the Alcohol Policy, Application, and Agreement (if applicable). The camphost or a Westminster Woods representative will decide whether damage has occurred, and if clean-up is adequate, and their decisions are final.
I further understand that if alcohol is brought onto Westminster Woods premises, I and my group members are responsible for adhering to the Alcohol Policy, Application, and Agreement, and I must provide a certificate of liability insurance listing First Presbyterian Church of Pendleton as co-insured and with liability limits of no less than \$1,000,000.00.
In addition, undersigned party waives, releases, and discharges the 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 events/activities described on this application.

Signature of Responsible Party Date

Printed Name and Title

<u>OFFICE USE ONLY</u>	<u>DATE</u>	<u>COMMENTS</u>
Agreement signed:	_____	_____
Reservation deposit paid:	_____	_____
Alcohol application made:	_____	_____
Alcohol request decision:	_____	_____
Alcohol insurance rider:	_____	_____

WESTMINSTER WOODS CAMP AND CONFERENCE CENTER **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 used as a meeting center (non-worship functions), wine and beer only are allowed at the chapel (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 Head of Staff 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 Head of Staff (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 Head of Staff (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 Head of Staff (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

HEAD OF STAFF (or designee):

Approved? (Yes/No): _____ Comments _____

Signature Date

WESTMINSTER WOODS CAMP AND CONFERENCE CENTER

POLICIES, PROCEDURES, AND RULES OF USE

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

PROCEDURES

1. An application is required for all use of Westminster Woods. This includes reduced-cost and free-use events by church groups, youth mission groups, etc. An application finalizes your reservation, provides a group's contact information, and facilitates preparations for a group's arrival, regardless of whether a fee is charged for use.
2. A responsible person shall be designated for your group, and he or she shall complete check-in and check-out procedures with a camphost prior to moving in, and before departing.
3. Renters and their guests shall return buildings, equipment, facilities, and grounds to the same condition, or to a better condition, than they found them. This includes cleaning, washing, and putting away all items used during your stay.
4. Theft or vandalism involving Westminster Woods property is prohibited, and shall be reported to law enforcement authorities.
5. During the off-season (November 1 through April 30), only two facilities are available for rental: dining and small meeting hall (kitchen), and sleeping center/dorm. Most amenities are also not available during the off-season (RV sites, outdoor sports venues, 9-hole disc golf course, etc.).
6. During the off-season, rental reservations for the dining and small meeting hall (kitchen), or for the sleeping center/dorm, must be made at least 14 days in advance to provide sufficient notice for snow removal and to ensure safe access to the property.

OPERATIONS

1. All refuse is to be placed in the garbage cans or dumpsters provided (with off-season exceptions relating to a lack of wintertime dumpster service).
2. During quiet hours (10 pm to 6 am), campers shall respect the rights of others.
3. All vehicles, motor driven conveyances, bicycles, and similar devices are restricted to roads or graveled areas, and to restricted speeds (10 mph).
4. Parking is allowed only in designated areas.
5. A group's designated responsible party (person) shall participate in check-in and check-out procedures with the Westminster Woods camphost.

CONTROLLED SUBSTANCES

1. No use of alcohol is permitted unless approved by the Head of Staff of First Presbyterian Church of Pendleton, and as requested by submitting an alcohol-use application.
2. Smoking of any legal substance is allowed in designated areas only.
3. Possession or use of illegal drugs 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, and at approved times as established by state of Oregon fire-season designations.
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 the Oregon Trail are also provided. If you would like to keep a 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 be kept under control at all times (on a leash or in a vehicle); a pet's owner is responsible for their behavior, and for cleaning and proper disposal of all pet waste.
2. The existing trail system is not maintained for horse use, and horses are prohibited.

TERMS AND CONDITIONS OF AGREEMENT

PLEASE READ CAREFULLY

IT IS UNDERSTOOD that this agreement includes terms herein, and terms set forth in documents associated with this agreement, 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 Head of Staff 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 Head of Staff 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 Head of Staff 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 camp host, and to the church's Head of Staff or their 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 Daily RATES

(One day is a 24-hour period: noon Friday to noon Saturday is one day)

	<u>Weekend (F/S/S)</u>	<u>Weekday (M/T/W/T)</u>
Reservation deposit (applied to charges) (see note #1)	\$50 or 10%	\$50 or 10%
Cleaning/damage deposit (see note #2)	\$200	\$200
Opening/closing fee (one-time fee per stay)	\$50	\$50
Dining and small meeting hall.....	\$125	\$100
Sleeping Center/Dorm – half, per night (sleeps 9)	\$100	\$75
Sleeping Center/Dorm – full, per night (sleeps 19)	\$150	\$125
<i>RV camping site (8 sites available)</i>	\$20	\$20
<i>Chapel/Meeting center (non-wedding)</i>	\$200	\$150
<i>Exclusive use (without chapel/meeting center)</i>	\$500	\$400
<i>Exclusive use (with chapel/meeting center)</i>	\$600	\$500
<i>Wedding (total exclusive use)</i>	\$700	\$600
<i>Amphitheater/fire circle</i>	no charge	no charge
<i>Picnic area (with restrooms)</i>	no charge	no charge
<i>Bathhouse (seasonal)</i>	no charge	no charge
<i>Outdoor sports: volleyball court or life-size chess set</i>	no charge	no charge
<i>Outdoor sports: soccer/softball/playing fields</i>	no charge	no charge
Outdoor sports: hiking trails (marked and maintained)	no charge	no charge
<i>9-hole disk golf course (includes score card/map)</i>	no charge	no charge
Natural history guides (bird and wildflower books for WW).....	\$12 each	\$12 each

Rates are subject to change; this rate schedule was most recently revised in March 2018.

Your deposit locks in your rate.

Notes

1. Reservation deposit is not refunded if rental is cancelled with less than 30 days' notice prior to rental date. Deposit is 10% of total sum due, or \$50, whichever is greater. Remainder of total due is to be remitted to First Presbyterian Church of Pendleton prior to arriving at Westminster Woods.
2. Cleaning/damage deposit is refunded in full (or your check is returned) within 14 days of check-out if applicant and guests leave Westminster Woods facilities in the same or better condition that they found them.

Alcohol is strictly prohibited except by special request and prior approval. Refer to **Alcohol Policy, Application and Agreement** document for further information about alcohol use.

Westminster Woods has an on-season (May 1 to October 31) and an off-season (November 1 to April 30). During the off-season, only the dining and small meeting hall, and the sleeping center/dorm, are available for rental; most amenities (disc golf course, etc.) are not available during the off-season.

During the off-season, reservations for the dining and small meeting hall, and the sleeping center/dorm, must be made at least 14 days in advance to provide sufficient notice for snow removal, and to ensure safe access to the property.

Any facility shown above in italicized text is NOT available for rental or use during the off-season.