

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.