

CAMP WASHINGTON

camp and retreat center

PLANNING YOUR EVENT

What to EXPECT

The **Main Building** at Camp Washington has a dining hall serving three family or buffet style meals daily, a cozy lounge with fireplace & TV, second-floor guest rooms, a small meeting room, and a long porch with benches. The second floor of the Main Building is considered a “quiet zone.”

Kenyon Hall is a short, 1-minute walk from the Main Building, and is a large, light-filled, contemporary barn-type building with a raised stage area. The **lower level of Kenyon Hall** is a meeting room / lounge area with chairs, sofa and TV.

On the grounds you'll find a spacious lawn, sports fields, gazebo, outdoor chapel, wooded hiking trails, volleyball & basketball courts and at the waterfront, a covered outdoor pavilion with tables & benches.

Please keep in mind that your group may not be the only group at Camp Washington and that meeting areas are assigned to meet group needs. Where possible we will honor meeting room requests. All groups visiting the center share the Dining Hall.

What to BRING

If you are staying in the Main Building bed linens and towels **are provided**. There are two handicap accessible rooms on the first floor with a shared bathroom. All other rooms are on the second floor (no elevator.) Most rooms have 2 twin beds, a closet, desk/chair, sink/mirror, bedside lamps and a clock/radio. We also have 2 slightly larger rooms with one double bed and one twin bed. Rooms have individually controlled electric heat.

It's a short walk down the hall to private lavatories (toilet & sink), and a men's and women's shower room (each with two individual showers and a tub.) Bring a bathrobe!! Guest rooms can be locked from the inside at night but we ask that you do not lock them during the day as individual room keys are not provided.

If you are staying in one of the Cabins or the Staff House you **need to bring** sheets/blankets/pillow or a sleeping bag/pillow. Our cabins offer spacious, heated, dormitory style accommodations with 8 bunk beds (16 beds) in each cabin. Bathrooms with stall showers are located in each cabin. (It's a good idea to bring a flashlight and/or night light).

**** Rooms/Cabins** must be vacated by **11:00 AM** on day of departure. Luggage may be left in the hallway outside the room or in the entrance lobby of the cabin.

What's TO EAT?

⊙ All meals are scheduled in the **Main Building Dining Room** and are at set times. All groups using the center eat at the same time and we ask that you arrive promptly for all meals.

| | |
|----------------|-------------------|
| Breakfast: | 8:00 am |
| Sunday Brunch: | 10:00 or 11:00 am |
| Lunch: | 12:00 pm |
| Dinner: | 6:00 pm |

⊙ Meals are served family or buffet style and guests are seated at round tables of eight.

⊙ Tables are assigned to specific groups and will be clearly signed for your group.

⊙ If members of your group have special dietary restrictions or allergies we ask that you let us know in advance of your event.

⊙ Always available in the **Beverage Area** in the Dining Room are milk, juice, water, ice, coffee (decaf. & regular) hot cocoa and a selection of teas/hot water. A microwave is also available in this area for guest use.

⊙ We do ask that guests clear their own tables taking dirty dishes and platters to the kitchen clean-up area.

⊙ As this is a family facility, we do not serve **ALCOHOL**.

OTHER INFORMATION

■ **Messages** for guests will be received at the Front Desk or, after hours, on the answering machine. Messages are usually delivered to group leaders at meal times.

■ **Intercom Phones** are located in each Cabin. In the Main Building intercom phones are wall-mounted in the second floor hallways and in the Front Reception area on the writing desk.

■ **Weekend Staff:** There will be a staff member on duty. Should your group require any basic first aid supplies please see the staff member. In addition, please report any accidents, incidents, injuries or illnesses during your stay.

■ **First Aid Kits / AED:** First Aid kits are available in all Cabins and at the Front Desk in the Main Building. An AED is available and located in the Front Office hallway of the Main Building.

■ **Group Information:** Camp Washington advises that all leaders be in possession of the following information: 1. Names and Addresses of all participants. 2. Emergency Contact names and phone numbers. 3. A listing of persons with known allergies or health conditions requiring treatment restriction or other accommodation.

■ Camp Washington is a **smoke free** facility.

■ **Pets**, except guide dogs, are not permitted inside any of the buildings. Any pets on the grounds must be leashed at all times.

■ **Sports Equipment:** i.e. volleyballs/basketballs/soccer balls are available for loan. We **do not** provide board games - if this is part of your weekend plans please arrange to bring them with you.