



PLANNING YOUR EVENT

What to EXPECT

The **Main Building** at Camp Washington known as the “White House” has 22 guest rooms, the dining hall where meals are served, the common room with fireplace, meeting rooms, and a large front porch with Adirondack Chairs and Rockers. 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, open auditorium style building with a raised stage area.

The lower level of **Kenyon Hall** has a full Fitness Center for use by guests 18 years and older.

On the grounds you’ll find a spacious lawn, sports fields, gazebo, outdoor chapel, wooded hiking trails, volleyball & basketball courts, we have 2 covered outdoor pavilions: 1 at the waterfront and one on upper camp.

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 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.) Rooms have either a full/queen bed or 2 twin beds, a closet, sink/mirror, bedside lamps and a clock/radio. 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 (with individual showers). Bring a bathrobe!!

Room Keys are provided upon check-in and are to be returned to the front desk when checking out. A \$50 fee will be charged for any unreturned keys.

If you are staying in one of the Cabins 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 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 served in the **White House Dining Hall** at set times. All groups 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:	12:30 pm
Dinner:	6:30 pm

If members of your group have special dietary restrictions or allergies we ask that you let us know FOURTEEN (14) days in advance of your event.

Coffee (decaf. & regular), hot cocoa, a selection of teas, hot/cold water, milk and juice are available in the beverage area of the Dining Room 24/day. A microwave and small refrigerator are also available in this area for guest use.

We do not serve or sell any alcoholic beverages (see Policy in Terms and Conditions), and alcohol may not be stored in the refrigerator or any other common area.

OTHER INFORMATION

■ **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.

■ **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.

■ **Communications:** televisions, DVD players, audiovisual equipment, photocopier and fax machine are available. Internet service is available in the White House and meeting spaces. Cell Phone service is limited in our area, however, there are phones on site for emergency use.

■ **Sports Equipment:** i.e. volleyballs/basketballs/soccer balls are available for loan.

■ **Waterfront:** The waterfront is officially closed and there are no lifeguards on duty. NO CHILDREN under 18 years of age should be alone and/or unsupervised at the waterfront at any time.

■ **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.

■ **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.

■ **Pets**, other than guide dogs, are not permitted on any Camp Property.