GWINWOOD POLICIES AND PROCEDURES

During your stay, Gwinwood will provide the following:

- Garbage bag liners, cleaning equipment and supplies
- Toilet tissue, bathroom paper towels and hand soap
- Common kitchen and food preparation equipment, except for consumables (foil, gloves, and paper towels, etc.)

GENERAL GUIDELINES

- Dogs are allowed with previous permission. All dogs must be leashed when on the grounds.
- Your group may be sharing the grounds with other guest groups. Please respect the privacy and space of other groups.
- Do not enter a building (other than the office), which has not been assigned to your group.
- Quiet hours are 11:00pm to 7:00am in deference to our neighbors.
- Outside fires are permitted in designated fire pits only. No open flames in sleeping areas, including candles and/or oil lamps.
- Moving furniture in sleeping areas is allowed with Gwinwood approval. Please return items to their original positions.
- You are welcome to decorate in a way that does not damage the facilities - no nail holes, no tape that pulls off paint, no blocking entrances or parking spaces.
- Smoking is not permitted inside any buildings or within 25 feet of any building entrance (per Washington State Law) Smoking is only allowed in the gravel parking lot near the Main Lodge and Westwood Retreat Center. Please dispose of smoking materials in containers, not on the ground.
- Gwinwood is an alcohol free environment. Some exceptions may be allowed with prior permission of camp staff.
- All trash and litter must be properly disposed of in a dumpster. Dumpsters are located behind the kitchen in the Main Lodge and across the parking lot from the main entrance to Westwood.
- Please follow the arrival and departure times stated on your signed contract. Early arrival or a later stay beyond 15 minutes will be charged $35.00 per half hour. Each group will be met by a Gwinwood staff no earlier than 15 minutes before your contracted time or half an hour after your contracted start time. If you arrive later than your start time, please contact the Gwinwood office when you arrive on site (360) 491-0195.
- Speed limit is 10 mph within the grounds
- When parking, please do not block driveways or building entrance ways.
- Discharge of firearms or fireworks is not allowed on Gwinwood property
• Please help maintain a clean and pleasant site for the enjoyment of all guests. Deposit trash and garbage in proper containers and sort recycling into proper bins.
• Please notify Gwinwood of any maintenance issues that arise during your stay. On-call phone: (360) 464-7688.

LAKEFRONT
• Swimming is allowed in the designated area only.
• Swimmers must be supervised by a certified lifeguard. Groups are welcome to provide their own certified lifeguard or Gwinwood can provide one with two weeks advance notice.
• Gwinwood provides boats, paddles, oars, and life preservers.
• Please limit occupants to two per canoe, three per row boat.
• Motorized boats are not permitted.

KITCHEN GUIDELINES
Food preparation is not permitted in any rooms except the Main Lodge and Westwood kitchen. Prepackaged snack food and bottled non-alcoholic beverages are welcome everywhere.

Shoes and shirts must be worn in the dining hall, as required by health code.

When Gwinwood is not providing meals, groups are responsible for appropriate kitchen and eating area cleanliness standards, as set by Gwinwood personnel.
• Turn off appliances (coffee maker and dishwasher)
• Wipe down surfaces (counter tops, stove, sink)
• Clean kitchen floors (sweep/mop)
• Return all utensils and cooking equipment to original locations

WHEN LEAVING
• Do a basic clean up.
  o Brooms, mops, vacuums, and cleaning supplies are available in all common spaces
• Walk through all indoor spaces.
  o Pick up trash
  o Replace all Gwinwood property (tables, chairs, kitchen/dining equipment, etc.)
  o Remove all signs/ decorations
• Walk through all outdoor spaces.
  o Pick up trash
  o Replace all Gwinwood property (tables, chairs, activity equipment, etc.)
- Remove all signs/ decorations
- Take out all garbage
  - Remove trash to dumpsters
  - Replace bag (bags are in cleaning areas or under sinks)
- Remove all personal belongings.
- Turn off heat in rooms and bathrooms.
- Turn off all lights.
- Ensure all exterior doors are closed securely.