



1185 Roy Road Bellingham WA 98229  
360-734-7652

[hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org)

## RENTAL TERMS

### FACILITY TERMS and AGREEMENT

**Retreat Attendee Count:** Inform Lutherwood, no later than **1 week prior**, of the final count of attendees. Group will be charged for the full amount of the final count of attendees. An early count at time of reservation will be used to establish **minimum rate of charges**. If final count is more than expected, **additional payment is due on arrival**. **The guaranteed minimum may not be decreased less than 1 week prior to your arrival.**

**Payment dates and terms:** A deposit of **25%** is due **ASAP to hold reservation**. **Deposit is non-refundable and non-transferable** but applies to your balance. Your balance is due beforehand or during your stay unless other arrangements have been made.

**Use of Facilities:** Lutherwood Camp and Retreat Center (Lutherwood) is a Christian facility guided by the Lutheran theological tradition. While Lutherwood seeks to extend hospitality beyond our tradition, none of Lutherwood's expressions of faith or symbols of belief may be removed or in any way covered while your group is in attendance. Lutherwood reserves the right to review each group's proposed use of the chapel and other facilities to ensure that usage will not be in conflict with the Mission of Lutherwood. Lutherwood reserves the right to refuse group usage of the chapel and other sites. Groups shall use the Lutherwood facility for conducting a program of its own design and shall comply with all applicable laws, codes, and regulations as established by Lutherwood, The State of Washington, and federal regulations.

**Expulsion Policy:** Lutherwood reserves the right to expel any or all members of a Group from the premises who have refused to adhere to the policies set forth in this agreement. **No refunds will be given upon expulsion.**

**Counselor Ratio** for youth groups, high school and younger must not exceed eight participants per counselor. It is preferred by Lutherwood that counselors or adult volunteers be 21 years or older. **Youth under the age of 18 must be supervised at all times.**

### FOOD SERVICE

**Times: If registered**, meal times are predetermined to be: **breakfast at 8:15 am, lunch at 12:30 pm, and dinner at 6:00 pm**. Times may be adjusted upon request 1 week prior to use of facility by contacting [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org).

**Allergies:** If Group has individuals with allergies, all information must be provided to Kitchen Boss 1 week prior to use of facility. Lutherwood maintains that not all special diets can be adjusted for. It is the responsibility of the individual, parent, or guardian to provide adequate nutrition for the individual. To contact email: [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org).

**Food in the lodges:** Food is not allowed in the cabins or chapel. Food is allowed in lodges, kitchen, and dining hall only. Group will assume responsibility for any foods prepared and for all activities related to preparation and cleanup.

**QUIET HOURS** are from 10 pm to 7:30 am for the entire community of Lake Samish. We ask that the rights of all property owners adjacent to our facilities be respected as well as the rights of our on-site staff. This includes all activities: music, night games, camp fires, use of power boats, etc. Guests arriving after 10 pm need to park in the main parking lot and walk to destination. Please maintain quiet hours from 10pm till 7:30am.

**GATE** is open from 7am to 9pm. If you need to enter or exit at a time other than between these hours, please call the phone number listed and/or the office at (360) 734-7652.

**SMOKING** is not allowed in any building. Smoking is only allowed outside meeting rooms and 20ft away from all structures. Failure to pick up any remaining cigarettes and/or remains of the cigarettes can result to expulsion.

**A MODERATE USE OF ALCOHOL** by those over 21 year of age is permitted in Group's reserved lodging area only. No alcohol consumption in public areas: main field, BBQ area, or waterfront. Consumption is not permitted during youth retreats or events onsite. Moderate use of alcohol is defined as:

- Consumption of alcohol is permitted in single serve containers provided by manufacture with the exception of wine served in single-serve glasses.
- No hard liquor.
- Alcohol must be monitored and served in a way to prevent youth under the legal age from consuming it.

Lutherwood reserves the right to ban the use of alcohol at any point during a Group's rental if this policy is disregarded by that Group.

**MARIJUANA:** Lutherwood does not allow marijuana or use of marijuana on site. Any evidence of marijuana or use of marijuana will lead to immediate expulsion.

**LUTHERWOOD PROHIBITS** hunting, firearms, ammunition, explosives, weapons of any kind, and illegal drugs on site.

**DUE CAUTION** is to be advised by the leader of the Group to all participants in view of the hilly and forested nature of the grounds, especially on the trail system. Lutherwood is not responsible for personal injury to guests.

**HEALTH CARE** is not the responsibility of Lutherwood. Lutherwood recommends groups provide a person qualified to oversee participants' health and well-being. Group must bring own first aid supplies and equipment.

**CHALLENGE COURSE** facilitation must be arranged in advance through a Lutherwood Staff Member; to contact, please email [adventure@camplutherwood.org](mailto:adventure@camplutherwood.org). Challenge course is off limits without supervision by authorized personnel from Lutherwood.

**CAMPFIRES** are only allowed in designated fire pits and flames must not be over four feet high. Please regard the enforced burn ban status if applicable.

**LAKE SAMISH** Use of Lake Samish waters is governed by Whatcom County Boat Ordinance (Title II) and is enforced by Whatcom County Sheriff Department. Lutherwood recommends overview of the regulations prior to use. Lutherwood asks that any individual or group that wishes to park their boat at the Lutherwood dock call ahead of time so Lutherwood can provide adequate space on the dock.

**MOTOR VEHICLES** are permitted only on the approved roads. On all roads within Lutherwood the speed limit is 10 mph and is enforced. If any individual participates in reckless driving these are grounds for expulsion. Permitted parking in designated areas only. Legal use of vehicle only.

**CREEK** Please stay out of the creek and do not throw anything into the creek due to the salmon and fish habitats present.

**SWIMMING** *If no lifeguard is present, swimming will be at your own risk.* Lutherwood will provide a lifeguard from 10-4 on Saturdays. If Group would like a lifeguard, it is their responsibility to contact Director of Hospitality by email: [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org), two weeks prior to use of facility and to pay for the lifeguard with other potential waterfront rentals.

**CANOE** facilitation must be arranged in advance through a Lutherwood staff member. To arrange, please contact [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org).

**PETS** Animals are not allowed in any of the buildings. Group leader must notify the Director of Hospitality, [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org), if you are bringing animals. Group is responsible to clean up after their animals. Dogs must be on a leash at all times.

**GRAFFITI** will be assessed after each use. There is a \$50 clean up charge for each graffiti section found.

**DAMAGE TO FACILITIES** will be assessed after each use. Cost will be charged to rental parties associated with area.

**CHECK IN TIME** is 3pm for all rentals unless otherwise adjusted and approved by Director of Hospitality, [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org).

**CHECK OUT TIME** is 12pm for all rentals unless otherwise adjusted and approved by Director of Hospitality, [hospitality@camplutherwood.org](mailto:hospitality@camplutherwood.org).

**PROGRAM STAFF** is not involved in guest retreats except by prior arrangements. This includes lifeguards, ropes course facilitators, campfires and kitchen staff.

**HOLD HARMLESS** Group hereby indemnifies and agrees to hold Lutherwood free and Harmless from any and all losses, damages, claims, demands, liability, causes of action or judgments of any nature caused in any way by Group.

**PUBLIC RELEASE** Permission is hereby granted to use photos, quotes or likeness of Group in print or electronic media for publicity purposes for and by Lutherwood. Any claim or right is hereby waived to any royalty or fees that might be applicable for the use of such images, quotes, or likeness.

**I AGREE TO INFORM MY GROUP OF THE ABOVE RETREATING GUIDELINES AND INFORMATION. I WILL ENSURE THAT MY GROUP ABIDES BY THESE GUIDELINES AND TAKE FULL RESPONSIBILITY FOR ANY INFRACTIONS OR DAMAGES CAUSED BY MY GROUP'S FAILURE TO FOLLOW THESE REQUIREMENTS.**

**I HAVE READ AND UNDERSTOOD THE PAYMENT TERMS AND AGREE TO ABIDE BY LUTHERWOOD'S STATED POLICIES.**

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Group Name

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Signature of Group Leader

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Date