

# OLYMPIC LUTHERHAVEN

## POLICY AND PROCEDURES

### *WELCOME*

Several Kitsap County Lutheran churches cooperatively own and maintain the Olympic Lutherhaven campus. It is our prayer that you will enjoy your stay and leave physically, mentally and spiritually refreshed.

Olympic Lutherhaven has two separate areas: a camp side and a day use picnic area. Reservations of the picnic area or camp require submittal and approval of an application form. Application forms are available on our website at [www.olympiclutherhaven.org](http://www.olympiclutherhaven.org).

### PICNIC AREA POLICIES

Olympic Lutherhaven picnic side is open to **members** from 11am to dusk Monday to Saturday. Olympic Lutherhaven is closed on Sundays when a member Church picnic is scheduled; please check our Facebook page for current closures. The picnic side can accommodate up to approximately 125 people, but parking is limited.

Reservations are required for any group **event/function** (i.e., birthday parties, etc.) consisting of 10 or more guests. The event/function organizer must complete and submit a **picnic side** application form to the Caretaker at least 2 weeks in advance of the desired date of the event/function. The application must be approved by the Caretaker in order for the event/function to take place. No group event/function can close Olympic Lutherhaven to members during these times. All Olympic Lutherhaven policies and rules must be followed.

During group events/functions, use of the lake for swimming and/or boating can only take place with an appropriate number of Olympic Lutherhaven approved lifeguards on duty. **Lifeguard requirements are: 10-30 attendees one lifeguard, 31-60 attendees 2 lifeguards. Use of boats requires a designated monitor responsible for checking boats out and in at the end of the event/function.**

Everyone is responsible for obeying these rules and regulations, as well as those posted throughout the campus. To assist you we have included the following guidelines and information.

### *GENERAL RULES (Picnic Area)*

1. Observe all posted swimming/boating rules.
2. Respect the privacy of other visitors and other lake area residents.

3. Boomboxes, stereos and other electrical entertainment devices must stay within a noise level suitable for neighbors and visitors such that they do not intrude on peace and quiet. In addition, media selections must not offend fellow Christians. The Caretaker may request any electronic device to be turned off.
4. Use Christian consideration throughout your stay, especially while supervising group activities. Never permit inappropriate behavior. Do not swear, exhibit lewd or suggestive behavior nor verbal or physical harassment. The Caretaker may request offenders to leave.
5. No pets. Report stray animals to the Caretaker.
6. No alcohol, no marijuana, no illegal drugs are allowed at Lutherhaven.
7. Smoke only at the fire pits. No smoking in buildings, shelters, or in the woods.
8. Please recycle using bins in the recycling station.
9. Contact the Caretaker if bathroom supplies are running low.
10. All nature trails are available only when camp is not in session. Check with Caretakers.
11. Picnic area closes at dusk.
12. The Caretaker may revoke offender privileges to use the picnic area and may require offenders to leave.

#### *SECURITY*

1. Lutherhaven is not responsible for your valuables.
2. Theft and vandalism most often occur during group events at the picnic area.
3. We recommend you lock your vehicles and keep valuables with you at all times..

#### *TRESPASSERS*

1. Trespassers are those who are not members of member churches, not guests of member church members and not non-members renting the facilities. When in doubt, immediately confer with the Caretaker.
2. Do not confront possible trespassers unless there is potential or imminent bodily harm to you or others.
3. For your safety, immediately report to the Caretaker any trespassers on or using any Lutherhaven docks, floats, property or equipment.
4. Only after reporting to the Caretaker, should you observe and document trespasser activity from a safe vantage point, preferably with another member.

#### *FIRE SAFETY*

1. Douse all fires before you depart.
2. If you use a charcoal BBQ, dispose of your used briquettes only in the fire pit. Do not discard them anywhere else, especially not in the garbage, woods or trails. We prefer you use propane BBQs.

## *VEHICLES*

1. The speed limit is 5 mph. Use caution and watch for children.
2. Lock your vehicles.
3. Never park or drive over the lawn areas unless you have caretaker permission.
4. Handicap parking is located next to the picnic pavilion. Handicap placard must be displayed when parked in this area.

## *WATERFRONT*

- 1. Observe these and all posted swimming and boating rules for the picnic area.**
2. Organized events/functions consisting of more than 10 invited members/guests using the swim area must arrange with Olympic Lutherhaven for a **waterfront certified lifeguard** during those events/functions. The group is responsible for the hourly wage, payable to Lutherhaven/caretaker. Requirements for lifeguard are: 10-30 one lifeguard, 31-60 two lifeguards.

## *SWIMMING*

1. A waterfront certified lifeguard must supervise all picnic-side organized events/functions swimming consisting of more than 10 invited members/guests.
2. Parents must supervise their children, under age 18, swimming. Parents may delegate to adults, age 21 or over, this responsibility. Swimmers must follow their direction.
3. Up to 30 people may swim at the same time in the picnic swimming area when one (1) lifeguard is supervising; or up to 60 swimmers when two (2) lifeguards are supervising the picnic swimming area. Adults in the wading area do not count towards the total number of swimmers.
4. All swimmers must follow all lifeguard and Caretaker directions, including directions to leave the water.
5. Do not run on, dive off or swim under the attached dock.
6. Never swim alone.
7. Do not push or dunk anyone.
8. You may use personal floatation in the marked swim areas and they must be no larger than an adult single size air mattress.
9. Do not swim between the picnic swim area and the camp-side swim area.
10. Do not swim to or from Wildcat Lake County Park.
11. Swimmers must remain in the marked swimming area unless they meet ALL these conditions:
  - a. They have prior Caretaker approval,
  - b. An adult capable of rescuing the swimmer must accompany them in a rowboat,
  - c. They do not swim between the picnic and camp areas, and
  - d. They do not swim between Lutherhaven and Wildcat Lake County park.
12. Review all posted swimming rules upon arrival to park or camp.

## *FLOATS & RAFTS*

1. Only advanced swimmers age 8 and over may access the floating raft .
2. Up to 20 people may be on the raft at any time.
3. No swimming under or on the far side of the raft.
4. Do not push, shove or throw others on or off the raft.
5. No rocking or other horseplay with the raft.

## *WATERFRONT MONITOR DUTIES (for organized events/functions)*

1. Sign boats out/in on the Waterfront Monitor Log.
2. Indicate type of boat and names of all occupants.
3. List age(s) of any occupants who are 20 years old or younger.
4. Ensure that life jackets are worn and properly fitted.
5. Oversee that all boating rules in this document and those posted are followed.

## *BOATS & OTHER WATER EQUIPMENT*

1. Anyone using watercraft must sign out/in on the log sheet. Events/functions with more than 10 invited members/guests must have a waterfront monitor. (see Waterfront Monitor Duties)
2. You must wear properly fitted life jackets at all times.
3. An adult must accompany children under age 13.
4. Keep boats outside the swim area.
5. Remain in the boats while on the water.
6. No water fights or ramming.
7. Do not intentionally capsize boats.
8. No more than three persons in a canoe. The third person must sit on the bottom of the canoe and not on the bars.
9. No more than two persons in a sailboat, at least one must have training and experience.
10. No more than four people in a paddleboat, and no more than two adults.
11. To avoid damage to paddleboats, do not attempt paddling in opposite directions and do not drag them on land.
12. Hours are from 11am to dusk. All boats must be returned to the boat shed and locked for the night.
13. Do not boat to or from Wildcat Lake County Park.
14. You are responsible for water equipment you check out until you have checked the equipment back in. Do not lend out the equipment to anybody.

## *GARBAGE, RECYCLING & COMPOSTING<sup>1</sup>*

1. Compost Bins
2. Recycling Stations
  - a. Locations:
    - i. Next to the Caretaker's house
    - ii. Next to the Puzon Pavilion
  - b. Rinse food and dirt out before recycling.
  - c. Flatten and store all cardboard on the shelf of the station.
  - d. There are white bins marked for what goes in them, including:
    - i. All glass.
    - ii. Aluminum cans
    - iii. Plastic grocery bags
    - iv. Clean and unused paper products (i.e. egg cartons, note paper, canned food labels, toilet paper, paper towel rolls, frozen food boxes)
    - v. Newspaper
    - vi. Plastic containers (recycle numbers 1 – 5, i.e. soda bottles, frozen food dishes, butter tubs, shampoo bottles, yogurt containers, milk and ice cream cartons)
    - vii. Tin cans

## *EVENT RECOMMENDATIONS*

1. Explain and enforce Lutherhaven rules and regulations. You're responsible for your guests' and visitors' education.
2. Contact Lutherhaven if you have any questions on procedures, regulations or equipment operation.
3. Schedule a walk-through with your event leaders to become familiar with the facility and grounds.
4. Deposit and fees must be paid prior to your event. You may still be responsible for any damage incurred from the event even if the Caretaker did not discover it during checkout.
5. Delegate responsibility to members of your group.
  - a. Monitor, build, maintain and douse fires properly.
  - b. Safely and properly return and store all equipment.
  - c. Enforce all waterfront rules. Swimming is only allowed with a Lutherhaven approved lifeguard. Throughout the event and prior to check-out, verify that all water equipment is checked out and checked in. Do not allow guests to lend out equipment.
  - d. Ensure the following areas have been inspected prior to check out with the caretaker:

- i. Parking Lot
  - ii. Shelter
  - iii. Fires
  - iv. Bathrooms
  - v. Grounds Clean-up
  - vi. Equipment
  - vii. Waterfront
6. Have your delegates report to you when their areas are ready for check-out inspection so you can notify the Caretaker and monitor progress. Allow at least 30 minutes during inspection for your delegates to correct any oversights. After the Caretaker clears inspection for a particular area, you may want to reallocate the delegate to assist other areas until the end of the entire check-out procedure. No event organizer wants to be stuck with remaining cleaning chores without a crew.
  7. Leave after check-out. The group's appointed responsible representative should be the last to leave.
  8. The Caretaker will lock the gate and the rest of the facilities.

## CAMP AREA POLICIES

Olympic Lutherhaven camp side is only available for use by advanced reservation only. The event/function organizer must complete and submit a **camp side** application form to the Caretaker at least 2 weeks in advance of the desired date of the event/function. The application must be approved by the Caretaker in order for the event/function to take place. All Olympic Lutherhaven policies and rules must be followed.

During group events/functions, use of the lake for swimming can only take place with an appropriate number of Olympic Lutherhaven approved lifeguards on duty. **Lifeguard requirements are: 10-30 attendees one lifeguard, 31-60 attendees 2 lifeguards.** Use of boats requires a **designated monitor** responsible for checking boats out and in at the end of each day/boating period.

Everyone is responsible for obeying these rules and regulations, as well as those posted throughout the campus. To assist you we have included the following guidelines and information.

### *GENERAL RULES (Camp Area)*

1. Observe all posted swimming/boating rules.
2. Respect the privacy of other visitors and other lake area residents.
3. Boomboxes, stereos and other electrical entertainment devices must stay within a noise level suitable for neighbors and visitors such that they do not intrude on peace and quiet.

In addition, media selections must not offend fellow Christians. The Caretaker may request any electronic device to be turned off.

4. Use Christian consideration throughout your stay, especially while supervising group activities. Never permit inappropriate behavior. Do not swear, exhibit lewd or suggestive behavior nor verbal or physical harassment. The Caretaker may request offenders to leave.
5. The camp director must pre-approve each pet prior to its arrival. Otherwise, no pets. Report stray animals to the Caretaker.
6. No alcohol, no marijuana, no illegal drugs are allowed at Lutherhaven.
7. Smoke only at the fire pit. No smoking in buildings, shelters, or in the woods.
8. Please recycle using bins in the recycling station.
9. Clean up after yourselves daily and prior to check-out. Instructions and supplies are in the main building and bathrooms.
10. All nature trails are available only when camp is not in session. Check with Caretakers.
11. The Caretaker may revoke offender privileges to use the camp area and may require offenders to leave.
12. Quiet time is strictly from 10 pm to 8 am.
13. **Keep recyclables out of the garbage. See the recycling section for details.**
14. The washer and dryer are only for kitchen and emergency use. The water system and drain field is limited. For daily or group laundry take to the nearest Laundromat.

### *SECURITY*

1. Lutherhaven is not responsible for lost or stolen valuables.
2. Theft and vandalism occur most often during group events at the picnic area or the fire pit, when no one is in the lodge or cabins.
3. We recommend you lock all buildings, vehicles, and cabins and periodically check them during these times.
4. Do not leave camp open and unoccupied at any time during your reserved period without first contacting and confirming with the Caretaker. You may keep your set of camp keys with you until you return or leave them with the Caretaker for safekeeping. When leaving you must:
  - a. Put out all fires,
  - b. Turn off all lights,
  - c. Secure all equipment,
  - d. Secure all buildings, and
  - e. Lock the gate.

### *TRESPASSERS*

1. Do not confront possible trespassers unless there is potential or imminent bodily harm to you or others.

2. Discuss with the Caretaker in advance current guidelines for trespasser occurrences.
3. For your safety, immediately report to the Caretaker any trespassers on or using any Lutherhaven docks, floats, property or equipment.
4. Trespassers are those who are not members of member churches, not guests of member church members and not non-members renting the facilities. When in doubt, immediately confer with the Camp Director or the Caretaker.
5. Only after reporting to the Caretaker, should you observe and document trespasser activity from a safe vantage point, preferably with another member.

#### *FIRE SAFETY*

1. Douse all fires before you depart.
2. If you use a charcoal BBQ, dispose of your used briquettes only in the fire pit. Do not discard them anywhere else, especially not in the garbage, woods or trails. We prefer you use propane BBQs.

#### *VEHICLES*

1. The speed limit is 5 mph. Use caution and watch for children.
2. Lock your vehicles.
3. Never park or drive over the drain field or lawn areas. Cars are permitted in the cabin areas only to load or unload. The camp has limited parking, please park only in designated areas. If you anticipate overflow vehicles, pre-arrange with the Caretaker for use of the picnic area parking lot.

#### *LODGE*

1. Arrange tables, chairs and pews to suit your needs.
2. Do not adjust the hot water tank controls. They are set to meet the Health Department requirements.
3. Bathrooms:
  - a. Allow the toilet tanks to refill before flushing again.
  - b. Use the toilet paper sparingly.
  - c. Do not put any other products in the toilet.
4. Games and Equipment
  - a. Feel free to use the games.
  - b. Do not leave them out when you are done using them.
  - c. Return them to the white cabinet under the cross.
5. Watercraft
  - a. Lock up the boats at night with the provided chain.
  - b. Store lifejackets and paddles in the equipment shed by the water.
6. Before check-out, you must:
  - a. Remove all equipment from the canteen.



- b. Stow all equipment in their proper place,
  - c. Stack all folding chairs by the doors,
  - d. Wipe down, dry, fold and store tables on the back wall,
  - e. Wipe down and return pews to upstairs storage area.
  - f. Empty all trashcans, replace with fresh liners and return them to their rooms.
  - g. Remove all personal items, including those not claimed in lost and found.
  - h. Clean the bathroom as per the “Bathrooms” section.
  - i. Clean all accessible rooms.
  - j. Clean the kitchen as per the “Kitchen” section.
  - k. Sweep all the floors and porches.
  - l. Mop all the floors. We recommend ¼ cup of Simple Green or other cleaner per bucket of water.
7. To lock the lodge, first lock all the doors and windows in the lodge, go out through the kitchen, and then lock all the outside doors.

### *CABINS*

1. For your safety, do not rearrange the bunks or lockers. The current arrangements meet fire department emergency exit regulations.
2. Do not remove the beds, bunks or lockers from the cabins.
3. You may move the mattresses as long as you return them to their original positions before checkout.
4. Before check-out, you must:
  - a. Remove all personal belongings. Remember to check under bunks and in storage bins.
  - b. Empty the cabin’s trash can and replace the liner.
  - c. Sweep the floors, including under the bunks and the porch.
  - d. Mop the floor. We recommend ¼ cup of Simple Green or other cleaner per bucket of water.
  - e. Account for all equipment:
    - i. Fire Extinguisher
    - ii. Broom
    - iii. Dust pan
    - iv. Trash Can
  - f. Put storage bins outside for sanitizing.
  - g. Spray Lysol on both sides of the mattresses and leave them propped up to dry.
  - h. Turn the lights out.

## *CAMP AREA OUTSIDE LIGHT SWITCH LOCATIONS*

1. Outside Building Lights
  - a. Lodge Kitchen – By Exterior Exit Door (as viewed from outside lodge)
  - b. Lodge Front – Upper Switch inside Right Door
  - c. Girls Cabins – Right Switch inside Cabin #3
  - d. Boys Cabins – Right Switch inside Cabin #10
  - e. Storage Shed – Inside Well Pump House Door
2. Pole Lights
  - a. Girls Trail – Marked breaker inside Cabin #3
  - b. Boys Trail – Marked breaker inside Cabin #10
  - c. Lakeside Trail – Switch inside Lifejacket Storage Shed

## *BATHROOMS*

1. All cleaning supplies, trash liners, paper products and disposable cleaning gloves are in the kitchen, either in the cabinets to the left of the triple-sink or in the cabinets by the exit door.
2. Contact the Caretaker if supplies are running low.
3. Before check-out, you must:
  - a. Remove all personal belongings.
  - b. Reload all paper product dispensers.
  - c. Clean:
    - i. Sinks
    - ii. Toilets
    - iii. Showers
    - iv. Mirrors
    - v. Benches
  - d. Empty the trash bins and install fresh liners.
  - e. Sweep and mop the floors.

## *PICNIC AREA*

1. Camp groups may use the picnic area for group activities from 8am to 11am.
2. From 11:00 am to dusk, campers must make a prior arrangement with the Caretaker before using picnic area.
3. No pets allowed in picnic area. Please report stray animals to Caretakers.
4. Observe all posted swimming/boating rules.
5. Picnic area closes at dusk.

## *TRAILS*

1. Hours are from 8 am to dusk.
2. All trails are off-limits after dark except for specific purposes (guided night hike, emergency vehicle, vehicle retrieval, etc.).
3. Do not wander through other's scheduled or planned activities.
4. No counselor/camper hunts after dusk – it is too dangerous.

## *WATERFRONT*

- 1. Observe these and all posted swimming and boating rules for both camp and picnic areas.**
2. Unless the Caretaker specifically authorizes exceptions, campers must only use the camp-side waterfront and picnic area users must only use the picnic-side waterfront. If campers wish to use the picnic swim area during quiet time, they must first get the Caretaker's approval.

## *SWIMMING*

1. A Lutherhaven approved waterfront certified lifeguard must supervise all camp-side swimming.
2. All swimmers must follow all lifeguard and Caretaker directions, including directions to leave the water.
3. Do not run on, dive off or swim under the attached dock.
4. Never swim alone.
5. Do not push or dunk anyone.
6. You may use personal floatation in the marked swim areas and they must be no larger than an adult single size air mattress.
7. Do not swim between the picnic swim area and the camp-side swim area.
8. Do not swim to or from Wildcat Lake County Park.
9. Swimmers must remain in the marked swimming area unless they meet ALL these conditions:
  - a. They have prior Caretaker approval,
  - b. An adult capable of rescuing the swimmer must accompany them in a rowboat,
  - c. They do not swim between the picnic and camp areas, and
  - d. They do not swim between Lutherhaven and Wildcat Lake County park.
10. No swimming after dark.
11. Observe quiet hours for morning and evening swims.
12. Review all posted swimming rules upon arrival to park or camp.

### *FLOATS & RAFTS*

1. Only advanced swimmers age 8 and over may access the floating raft.
2. Up to 20 people may be on the raft at any time.
3. No swimming under or on the far side of the raft.
4. Do not push, shove or throw others on or off the raft.
5. No rocking or other horseplay with the raft.

### *WATERFRONT MONITOR DUTIES*

1. Sign boats out/in on the Waterfront Monitor Log.
2. Indicate type of boat and names of all occupants.
3. List age(s) of any occupants who are 20 years old or younger.
4. Ensure that life jackets are worn and properly fitted.
5. Oversee that all boating rules in this document and those posted are being followed.

### *BOATS & OTHER WATER EQUIPMENT*

1. Anyone using watercraft you must sign out/in on the log sheet.
2. You must wear properly fitted life jackets at all times.
3. Observe these and all posted boating rules.
4. An adult or camp counselor must accompany children under age 13.
5. Keep boats outside the swim area.
6. Remain in the boats while on the water.
7. No water fights or ramming.
8. Do not intentionally capsize boats.
9. No more than three persons in a canoe. The third person must sit on the bottom of the canoe and not on the bars.
10. No more than two persons in a sailboat, at least one must have training and experience.
11. No more than four people in a paddleboat, and no more than two adults.
12. To avoid damage to paddleboats, do not attempt paddling in opposite directions and do not drag them on land.
13. Hours are from dawn to dusk. All boats must be locked up for the night.
14. Do not boat to or from Wildcat Lake County Park.
15. Observe quiet hours for morning and evening swims.
16. Your camp is responsible for water equipment check out until the equipment has been checked back in. Do not lend out the equipment to anybody.

### *GARBAGE, RECYCLING & COMPOSTING*

1. Use of Paper/plastic plates, plastic utensils, and disposable cups is discouraged, and Standard plates, utensils, and cups are provided for use with every camp rental. The use of paper/plastic plates, plastic utensils, or disposable cups will result in a monetary fine

equal to the cost of one full dumpster fee. Please work with us to minimize the amount of landfill waste generated.

2. Each cabin uses small wastebasket liners.
3. Compost Bins
  - a. Line the compost bins with the large clear garbage bag.
  - b. The Caretaker will empty the compost bins and rinse the liner at least daily.
  - c. The liner should last your week.
4. Recycling Stations
  - a. Locations:
    - i. Next to the Lodge between the kitchen and the play yard
  - b. Rinse food and dirt out before recycling.
  - c. Flatten and store all cardboard on the shelf of the station.
  - d. There are white bins marked for what goes in them, including:
    - i. All glass.
    - ii. Aluminum cans
    - iii. Plastic grocery bags
    - iv. Clean and unused paper products (i.e. egg cartons, note paper, canned food labels, toilet paper, paper towel rolls, frozen food boxes)
    - v. Newspaper
    - vi. Plastic containers (recycle numbers 1 – 5, i.e. soda bottles, frozen food dishes, butter tubs, shampoo bottles, yogurt containers, milk and ice cream cartons)
    - vii. Tin cans

#### *EVENT RECOMMENDATIONS*

1. Explain and enforce Lutherhaven rules and regulations. You are responsible for your guests' and visitors' education.
2. Contact Lutherhaven if you have any questions on procedures, regulations or equipment operation.
3. Schedule a walk-through with your event leaders to become familiar with the facility and grounds.
4. Deposit and fees must be paid prior to your event. You may still be responsible for any damage incurred from the event even if the Caretaker did not discover it during checkout.
5. Delegate responsibility to members of your group.
  - a. Ensure these people organize, direct, maintain and clean their respective areas (see section i below).
  - b. They would also be responsible for preparing these areas for checkout at the end of the event.
  - c. Keep buildings clean according to posted instructions.
  - d. Deal with all recycling and garbage.

- e. Remove all group and personal items prior to checkout.
  - f. Monitor, build, maintain and douse fires properly. Restock firewood supplies.
  - g. Safely and properly return and store all equipment.
  - h. Enforce all waterfront rules. Secure a Lutherhaven approved lifeguard.  
Throughout the event and prior to checkout, verify that all water equipment is checked out and checked in. Do not allow guests to lend out equipment.
  - i. Recommended Camp Area delegated areas
    - i. Kitchen
    - ii. Lodge
    - iii. Fires
    - iv. Cabins
    - v. Bathrooms
    - vi. Grounds Clean-up
    - vii. Equipment
    - viii. Waterfront
    - ix. People
6. Have your delegates report to you when their areas are ready for checkout inspection so you can notify the Caretaker and monitor progress. Allow at least 30 minutes during inspection for your delegates to correct any oversights. After the Caretaker clears inspection for a particular area, you may want to reallocate the delegate to assist other areas until the end of the entire checkout procedure. No Camp Director wants to be stuck with remaining cleaning chores without a crew.
7. Leave after checkout. The group's appointed responsible representative should be the last to leave.
8. The Caretaker will lock the gate and the rest of the facilities.