

## How To Book a Retreat

1. **Find Your Dates:** Contact Wi-Ne-Ma's Guest Group Coordinator, Ariana, at 503-392-3362 to inquire about availability.
2. **Reserve:** Once you know what dates you want, fill out a Reservation Form and email it to [winema@winema.org](mailto:winema@winema.org). This gets you on our calendar tentatively.
3. **Deposit:** Pay the deposit in order to move forward with the booking. This locks in your requested dates. Pay over the phone with a credit card or mail in a check.
4. **Contract:** The Guest Group Coordinator will create your contract. You must sign it and return it to the coordinator prior to your arrival.
5. **Documents:** Submit your group's insurance, First Aid certification, and Food Handler's permit (if applicable) by email.
6. **Schedule the Details:** Schedule time for your group to use the gym and/or bonfire areas by getting in touch with the Guest Group Coordinator. Inform us of any dietary restrictions and/or other special requests for your group.
7. **Payment:** Make your final payment upon your arrival.

## Guest Group Guidelines

- **Shared Facilities:** We do host multiple groups at a time. Please be respectful of others on site. While you won't be sharing buildings with another group, all recreation spaces (except the indoor gym) are to be shared first come first serve style. In order to use the gym, schedule a time with the Guest Group Coordinator. You may be notified of staggered eating times.
- Proper supervision of youth is required at all times.
- Quiet hours are 10pm - 8am.
- No pets allowed on site.
- Alcohol, illegal drugs, tobacco, vaping, and firearms are prohibited.
- Skateboards, bicycles, and rollerblades are prohibited.
- Use only the designated fire pits and never leave fires unattended.
- Use caution when enjoying the beach.
- Bring your own bedding, toiletries, and towels. Consider bringing sandals for the showers.
- WiFi is available in most buildings in camp, though not guaranteed.

## **Technology/Sound Equipment**

Lakeside Lodge and Patience Hall are both equipped with a podium. Lakeside Lodge has a projector. Patience Hall has a piano. Plan to bring what you need for your event. We may have onsite tech support available upon request and depending on availability for an added fee.

## **Food Service**

The menu is determined by the Food Service Director. Let the Guest Group Coordinator know of any food allergies at least two weeks prior to your event.

## **Bonfire Areas**

The lakeside bonfire area (at north end of the lake) accommodates up to 200 guests. The Conversation Pit provides seating for up to 25 guests, however, you have the option to bring more seating in order to expand. Firewood is provided, however, you must bring your own lighter and fire starters. Schedule use in advance. For fires on the beach, state guidelines must be followed. Check current regulations, and be sure to always stay out of the dune grass.

## **Check-In & Check-Out**

When you arrive, you will pay your remaining balance. You will receive the Guest Group binder with all camp information and details, your key, a map, and the check-out details. When you check out, you will be expected to take out trash, sweep cabins, and return all furniture, recreation equipment, etc. to where they belong. You will be provided with a check-out checklist to complete.

## **Recreation**

- Playground
- Outdoor basketball court
- Gaga ball pit (also known as Octoball)
- Tower slide
- Mini golf course
- Disc golf course
- Hillside trails around camp
- Indoor gym (schedule use in advance)
- Waterfront: seasonal option, check availability. \$150 for 2 hours of lakefront time. However, adult groups may bring their own non-motorized watercraft. If you choose to do so, notify the Guest Group Coordinator first; no one is allowed in the lake without camp approval.