

# Policies and Procedures

## General Guidelines



**GWINWOOD**

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Lacey, WA 98503

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Managed By:  
Art & Tricia Uchytel

- **NO PETS ALLOWED**
- Alcohol and controlled substances are not permitted.
- All boating must be supervised.
- Swimmers must be supervised and in designated areas only.
- Groups will provide their own certified lifeguard and waterfront supervision unless otherwise arranged.
- Gwinwood will provide boats, paddles and life preservers (two occupants per canoe, three per row boat, please).
- Lights out by 11:30PM. Noise should be kept to a minimum after lights out.
- Outside fires permitted in designated fire pit only.
- **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 provided containers, not on the ground.**
- Use of telephone is for authorized business only.
- Moving of furniture in sleeping areas is prohibited without Gwinwood approval.
- No open flames in sleeping areas, including candles and/or oil lamps.
- Food preparation is **not permitted** in any rooms except the Main Lodge and Westwood which are equipped with full kitchens. Pre-packaged snack food and bottled non-alcoholic beverages only are allowed in the buildings.
- Shoes and shirts are required in the Dining Hall as required by health code.
- Guest groups may share the grounds with other groups. Please respect privacy and space of other groups. Do not enter a building, other than the office, which has not been assigned to your group.
- Speed limit is 10 mph within the grounds.
- Groups are responsible for appropriate kitchen and eating area health and cleanliness standards as recommended by Gwinwood personnel.
- When parking, please do not block driveways or building entries.
- There will be no discharge of firearms or fireworks on Gwinwood property.
- We would appreciate your cooperation in maintaining a pleasant site for the enjoyment of all our guests!
- During your stay ask your Event Coordinator where lost items may be reclaimed. Items left behind will be held at Gwinwood for one month. As items are claimed they will be returned UPS C.O.D.

## Building Information

- Your Event Coordinator is responsible for maintaining order and preventing damages in the facilities used. The facilities are subject to a final inspection and approval by Gwinwood staff. Groups are financially liable for any damages by group members, except for normal wear and tear. Groups are responsible for cleaning up any unusual situations caused by their program or group's activities.
- You are welcome to decorate. However, when decorating, do not use anything that can damage or mar the existing facilities in any way. **No nail holes, no tape that pulls off paint, etc.**
- During your stay Gwinwood will provide the following:
  - Garbage bag liners.
  - Toilet tissue, bathroom paper towels, hand soap, cleaning equipment and supplies.
  - Kitchen and food preparation equipment, except for consumables such as foil, gloves and paper towels.
- When leaving, please ensure that:
  - All property and furniture has been returned to its original location and condition. Wipe off tables. Stack chairs no more than six high.
  - All trash and litter has been properly disposed of in the dumpster. Dumpsters are located behind the Kitchen in the Main Lodge or across the parking lot from main entrance to Westwood.
  - Hard surface floors have been swept and/or mopped, **if necessary** (Except bathrooms).
  - All lights are turned off, including those in restrooms.
  - If the dishwasher was used, it must be run according to posted directions and shut off before leaving. Likewise, any other appliances (e.g. coffeemaker, stove) must be turned off and left clean.
  - Wipe down kitchen counters, stove and sink.
  - Wipe up any spills.
  - Take down any decorations.
- **Please notify Gwinwood of any maintenance issues that arise during your stay.**