



Huston Camp and Conference Center
Episcopal Diocese of Olympia
P.O. Box 140
Gold Bar, WA 98251
(360)793-0441

CAMP HUSTON POLICIES TO ASSIST YOUR CONFERENCE PLANNING 2023

- Building Assignments:** Groups are assigned meeting areas based on need and availability. Please check with the Huston office before using a non-designated area.
- Cabins:** The eight Olympic cabins sleep seven to ten per building and are not heated. There are shower houses with restroom facilities across from the cabins.
- Check-in/Check-out:** Check-in time is 4 p.m.; check-out time is 2 p.m., unless prior arrangements have been made.
- Cooking:** The Long House offers one refrigerator, a freezer and two stoves. There are **NO UTENSILS FOR COOKING OR EATING. YOU MUST BRING YOUR OWN.** Food preparation and clean-up procedures are posted. Please follow them. There is also a 3-compartment sink.
- Clean-up:** All groups using the camp facility are asked to pick-up any litter around the buildings and clean the facilities used before departure. Brooms and trash cans are provided. Return any furniture or fixtures to their original locations.
- COVID-19:** All guests are expected to adhere to Huston's separate set of COVID-19 Conference Policies and Procedures, which includes providing proof of a negative COVID-19 test.
- Drugs:** The possession and use of illegal drugs are prohibited at the Huston Center. Possession of illegal drugs will be reported to the proper authorities.
- Energy Concerns:** The dorms have electric heat and the Long House and Portable have gas heat. Use it for your comfort. Please turn off thermostat and heaters when opening windows or doors to help us to conserve energy. Also, please turn off all lights when not in use.
- Fire Alarms:** Smoke detector-fire alarms and fire extinguishers are located in the dorms, Long House, and Portable. Fire extinguishers are located near exit doors.
- Grounds:** Enjoy our trails and woods during your visit. Please stay on trails, especially the switchback trails to the upper campus. This helps prevent soil erosion and breakdown of the trail.
- Please respect all fences and signs. A current employee, trained to supervise the Challenge Course must accompany any individual or group who wishes to visit the initiative forest.
- Meals:** If Huston is providing meals, they are served in Curtis Lodge promptly at:
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| Breakfast | 8 a.m. |
| Lunch | 12:30 p.m. |
| Dinner | 6 p.m. |
- Meals are served family style.

- Participant Information:** We advise user groups to collect the following information on all participants; Name and address, Emergency contact information, Health information including allergies, Conditions and treatments, and for minors, a signed permission to seek emergency treatment.
- Medication Storage:** User groups are required to store and lock all medication (both prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.
- Personal Equipment:** Personal equipment such as electronic equipment and cameras are allowed. Please check with Huston staff to make sure sports equipment is appropriate for use at our facility. Huston Center is not responsible for damage to or loss of personal equipment.
- Pets:** Pets are not allowed. Please leave them at home.
- Phones:** Phones are available in the office; please ask a staff member prior to use. All incoming messages will be held until the next meal unless an emergency is indicated.
- Smoking:** Smoking is permitted outside the buildings. Ashtrays are provided at building entrances.
- Supervision Ratios:** Recommended supervision ratios for youth events. There are no activities, situations, or locations where a minimum of two staff persons is required to be present. (All staff must be at least 16 years of age and a minimum two years older than the minors they are supervising)

Age	# of Staff	Overnight Youth	Day Use Youth
4-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- Vehicles:** The speed limit inside Camp Huston's main gate is 10 mph. Please keep the unloading area in front of the Long House clear for emergency access. Parking area is provided along the road in front of St. Francis Dormitory. Vehicles are not permitted past the Long House.
- Weapons:** Weapons are not permitted at the Huston Center.

Failure to follow the policies and procedures could result in removal from the Huston Center grounds.