



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

HUSTON CAMP & CONFERENCE CENTER INFORMATION & POLICIES TO ASSIST YOUR CONFERENCE PLANNING 2024

GENERAL INFORMATION

- Building Assignments:** Groups are assigned meeting areas based on need and availability. Please check with the Huston office before using a non-designated area.
- Check-in/Check-out:**
- Check-in time is 4 p.m.; check-out time is 2 pm., unless prior arrangements have been made. If you need time for set-up or other preparation before your group members arrive, you may wish to publish a later check-in time for them.
 - Upon arrival, your group's contact person will need to check in with their Huston Host in the office and provide a roster of all participants' names to your Huston host.
- Emergency:** At least one member of your group should become familiar with Huston's Emergency Procedures located in each lodging building and by the main office.
- Energy Use:** The dorms and Long House have electric heat. Use it for your comfort. Please turn off heater thermostats when opening windows or doors to help us conserve energy. Also, please turn off all lights when not in use.
- Equipment:**
- The following are available for program use: TV/DVD, overhead projector, screen and video projector. Also available are ironing boards, irons and cutting mats. They will be scheduled according to request.
 - Furniture, tables, and chairs may be moved for program use, but we ask that they be returned to their original locations before departure.
 - Please return any coffee mugs or other items taken from Curtis Lodge. Curtis cooking equipment is not available for loan.
- Fire Alarms:** Each sleeping unit is equipped with a smoke detector-fire alarm system. Fire extinguishers are located near exit doors.
- Grounds:**
- Enjoy our trails and woods during your visit. Please stay on trails and leave the wild flowers and trees for future guests to enjoy! Please respect all fences and signs.
 - Any individual or group who wants to visit the initiative forest, must be accompanied by a current employee who is trained to supervise the Low Ropes Challenge course.
- Lost & Found:** Items left behind and found will be stored in our Lost & Found for one month. After one month items will be re-homed, re-cycled or discarded.
- Meals:** If Huston is providing meals, they are served in Curtis Lodge promptly at:
- | | |
|-----------|------------|
| 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

HUSTON POLICY Failure to follow the policies could result in removal from the Huston Center grounds.

- Alcoholic Beverages:** Not permitted in Curtis Lodge, unless prior arrangements have been made with Huston.
- COVID-19:** All guests are expected to adhere to Huston's separate set of COVID-19 Conference Policies and Procedures (see website for current information).
- Drugs:** The possession and use of marijuana and illegal drugs, and abuse of prescription drugs are prohibited at the Huston Center. Possession of illegal drugs will be reported to the proper authorities.

Medication Storage: User groups must store and lock all medication (prescription and over-the-counter) except when in the controlled possession of the person responsible for administering them.

Minors:

- Unless prearranged, groups are responsible for supervision of their own programming and activities for their children and youth.
- For groups bringing youth, it is recommended that rental group leaders have appropriate screening policies and prevention of child abuse training for all rental group staff with responsibility for or access to campers or youth.
- Please be advised to provide training to all staff members who supervise children and youth, to minimize the potential of a group staffer being in a one-on-one youth to personnel situation when out of sight of others.
- For groups remaining overnight, there shall be a minimum of one adult supervisor for every seven children and youth.

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.

Smoking: Smoking and vaping are permitted outside the buildings in designated areas. Please dispose of butts in designated receptacles.

Supervision Ratios: Please be advised these are the required ratios of Staff to Youth in cabins or living areas during unstructured time and in general camp activities:

Youth Age	Number of Adults	Overnight Youth	Day Use Youth
0-5 years	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

- Please identify any exceptions (if any) to the general ratios for segments of the day when greater or fewer staff are required for supervision.
- Any activity where youth are present, a minimum of 2 staff must be present.
- All staff must be at least 16 years of age and a minimum of two years older than the minors they are supervising.
- Please be advised at least 80% (100% for groups primarily serving persons with special needs) of the staff are 18 years of age or older.

Required Aquatic Supervision Ratios:

Aquatic Activity	Number of Lifeguards	Number of Participants
Pool	1	25

Vehicles: The speed limit inside Camp Huston’s main gate is 10 mph. Please keep the unloading area in front of buildings clear. Please park in designated areas. There is a parking area on the upper campus east of the water tower.

Weapons: Weapons are not permitted at the Huston Center.

CONFERENCE ONLY

Check In/Out Duties: Check in with Huston Staff upon arrival. Please provide roster of participants. Keep track of lodging variables in your group for billing, including double and single occupancy, number of nights, day use participants, and extra meals.

LOWER CAMPUS/CAMP ONLY

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.

Cooking: The Long House offers two refrigerators-freezers, and two oven-stoves (all are residential grade). There are **NO UTENSILS FOR COOKING OR EATING. YOU MUST BRING YOUR OWN.** Food preparation and clean-up procedures are posted for your use. There is also a 3-compartment sink.