



OLYMPIC LUTHERHAVEN
PICNIC SIDE 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 (OLH) has two separate sides: a camp side and a day use side we refer to as the "Picnic Side." Reservations of the picnic or camp sides require submission and approval of an application form. Application forms are available on our website at www.olympiclutherhaven.org. Events over 15 people that are not sponsored by a Member Church will require the purchase of one time Event Insurance (Certificate of Insurance) in advance. The Caretakers can supply you with websites where this can be obtained.

PICNIC SIDE 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 and/or our website at olympiclutherhaven.org for the current calendar. 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 15 or more guests. A reservation application can be found on our website under the "Rental Facilities" page. 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 for the event/function to take place. No group event/function can close Olympic Lutherhaven to members during these times.

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, unless OLH cannot provide lifeguards. In that case, you will be provided the Olympic Lutherhaven Group and Event Policies if No Lifeguard is Present.

Lifeguard requirements are: 15-30 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. Boats and watercraft must be returned to the boat shed at the end of the event unless other arrangements have been made with the caretaker.

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



OLYMPIC LUTHERHAVEN
PICNIC SIDE POLICY AND PROCEDURES

GENERAL RULES

- 1) Observe all posted swimming/boating rules.
- 2) While out on the lake, please respect the privacy of other lake area residents.
- 3) Bluetooth speakers and other electronic entertainment devices must stay within a noise level suitable for neighbors and visitors such that they do not intrude on others' experience at the lake. The Caretaker may request any electronic devices to be turned off.
- 4) No pets. Only service animals are allowed. Report stray animals to the Caretaker.
- 5) No alcohol, marijuana, or illegal drugs are allowed at Lutherhaven.
- 6) This is a non-smoking property.
- 7) Please recycle using bins in the recycling station.
- 8) Contact the Caretaker if bathroom supplies are running low.
- 9) Nature trails are not available when the camp side is occupied by other campers. If you would like to use the nature trails during your event, please check with Caretakers if they can be made available.
- 10) The picnic side closes at dusk.
- 11) Please note, if you or your guests disobey the rules set out here, as well as rules posted throughout camp, and provided by the Caretaker either in writing or verbally, the Caretaker may require those breaking the rules to leave and if necessary, ask the Board to revoke said offender(s) future visitation/attendance to the camp.

VEHICLES

- 1) The speed limit is 5 mph. Both in the parking lot and if driving across the field to drop supplies off or for Handicap Parking.
- 2) Lock your vehicles.
- 3) Never park or drive over the lawn area unless you have caretaker permission.
- 4) Disabled parking is located next to the picnic pavilion. Disabled placards must be displayed when parked in this designated parking area. Please confirm with the Caretakers that your vehicle can drive to the disabled space prior to driving on the lawn. If the ground is too wet for cars to safely drive on the lawn, golf cart transportation by the caretaker may be able to be arranged in advance for those with mobility issues for your event.

WATERFRONT

- 1) Observe these and all posted swimming and boating rules for the picnic side.
- 2) Organized events/functions consisting of more than 15 invited members/guests who plan on swimming in the lake must arrange with Olympic Lutherhaven for a waterfront certified lifeguard during those events/functions, unless OLH cannot provide lifeguards. In that case, you will be provided the Olympic Lutherhaven Group and Event Policies if No Lifeguard is Present.



OLYMPIC LUTHERHAVEN
PICNIC SIDE POLICY AND PROCEDURES

- 3) Up to 30 people may swim at the same time in the swim area when one lifeguard is supervising; or up to 60 swimmers when two (2) lifeguards are supervising the swimming area. Adults in the wading in the shallow area do not count towards the total number of swimmers.
- 4) The group is responsible for the lifeguard hourly wage, payable to Lutherhaven/caretaker. Requirements for lifeguard are: 15-30 one lifeguard, 31-60 two lifeguards.

SWIMMING

- 1) Review all posted swimming rules upon arrival to park or camp.
- 2) Unless you have an organized event, no lifeguard will be on duty.
- 3) When no lifeguard is present, swim at your own risk. Parents must supervise their children, under age 18, while swimming. Parents may delegate this responsibility to an adult age 21 or over. Swimmers must follow their direction.
 - a) A waterfront certified lifeguard must supervise all picnic-side organized events/functions swimming consisting of more than 15 invited members/guests. Unless OLH cannot provide lifeguards. In that case, you will be provided the Olympic Lutherhaven Group and Event Policies if No Lifeguard is Present.
- 4) All swimmers must follow all lifeguard and Caretaker directions, including directions to leave the water.
- 5) When a lifeguard is on duty, swimmers who want to swim to the dock or swim without a life jacket must pass a swim test performed by the lifeguard on duty.
- 6) Do not run on or swim under the attached dock or floating dock.
- 7) Never swim alone.
- 8) Do not push or dunk anyone.
- 9) You may use personal floatation in the marked swim areas, but they must be no larger than an adult single size air mattress.
- 10) Do not swim between the picnic and camp sides.
- 11) Do not swim to or from Wildcat Lake County Park.
- 12) 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.

FLOATING RAFT

- 1) No jumping off the floating raft with a lifejacket on.
- 2) Up to 20 people may be on the floating raft at any time.
- 3) No swimming under or on the far side of the floating raft.
- 4) Do not push, shove, or throw others on or off the floating raft.
- 5) No rocking or other horseplay on the floating raft.



OLYMPIC LUTHERHAVEN
PICNIC SIDE POLICY AND PROCEDURES

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 18 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) Ensure that life jackets are worn and properly fitted. Zipped and clipped, NOT open. This applies to all boats, kayaks, canoes, paddle boards, and any other watercraft.
- 2) Anyone using watercraft must sign out/in on the log sheet.
- 3) Events/functions with more than 15 invited members/guests must have a waterfront monitor. (see Waterfront Monitor Duties).
- 4) An adult 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 3 persons in a canoe. The third person must sit on the bottom of the canoe.
- 10) No more than 2 people per paddle board.
- 11) No more than two persons in a sailboat, at least one must have training and experience.
- 12) Hours are from 11am to dusk. All boats must be returned to the boat shed before dusk.
- 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 at the boat shed unless it is being checked-out by another person. Do not lend out the equipment to anybody.

GARBAGE & RECYCLING

- 1) Recycling Stations
- 2) Locations:
 - a. Next to the Caretaker's house
 - b. Next to the Puzon Pavilion
- 3) Rinse food and dirt out before recycling.
- 4) Flatten and store all cardboard on the shelf of the station.
- 5) What can go in the recycling bins:
 - a. All glass
 - b. Aluminum cans
 - c. lean and unused paper products (i.e. egg cartons, note paper, canned food labels)

Not paper plates or cups.



OLYMPIC LUTHERHAVEN
PICNIC SIDE POLICY AND PROCEDURES

- d. Newspaper
- e. Plastic containers (beverage bottles, dairy containers only, no lids)

FIRE SAFETY

- 1) Fires are only allowed in the designated fire pit.
- 2) All County burn bans will be strictly followed.
- 3) Douse all fires in the fire pit before you depart using the provided bucket.
- 4) If you use a charcoal BBQ, dispose of your used briquettes only in the fire pit.
- 5) If the camp propane BBQ is used by you or your guests, you are responsible for the cleaning of the grill and making sure the gas is off before you leave.

SECURITY

- 1) Lutherhaven is not responsible for your valuables.
- 2) We recommend you lock your vehicles and always keep your valuables with you.

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 or concerns arise, immediately contact the Caretaker.
- 2) For your safety, immediately report to the Caretaker any trespassers on or using any Lutherhaven docks, floats, property, or equipment.
- 3) Only after reporting to the Caretaker, should you observe and document any trespassers activity from a safe vantage point, and preferably with another person.
- 4) The only time you should confront possible trespassers directly is if there is imminent danger of bodily harm to you or others.

EVENT RECOMMENDATIONS

- 1) Explain and enforce Lutherhaven rules and regulations. You are responsible for your guests and visitors education.
- 2) Contact the Caretaker 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 unless other arrangements have been made in advance with the Caretaker. You may still be responsible for any damage incurred from the event even if the Caretaker did not discover it during checkout. Deposits are non-refundable.
- 5) Suggested responsibilities to delegate 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.



OLYMPIC LUTHERHAVEN
PICNIC SIDE POLICY AND PROCEDURES

- d. 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.
 - e. Ensure the following areas have been inspected prior to check out with the caretaker:
 - f. Parking Lot
 - g. Shelter
 - h. Fire pit
 - i. Bathrooms
 - j. Grounds Clean-up
 - k. Equipment
 - l. 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) After the responsible representative as left, the Caretaker lock the gate and the rest of the facilities.
- 9) Please note, if you or your guests disobey the rules set out here, as well as rules posted throughout camp, and provided by the Caretaker either in writing or verbally, the Caretaker may require those breaking the rules to leave and if necessary, ask the Board to revoke said offender(s) future visitation/attendance to the camp.

All Olympic Lutherhaven rules and policies are given in good faith and are subject to change.