



Camp **M**eadowood  
Springs

Rental Policies and Guidelines



Formerly Meadowood Springs Speech and Hearing Camp

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

TO: Lessee

FROM: The Institute for Rehabilitation, Research and Recreation, Inc., sponsors of Camp Meadowood Springs, hereinafter called Lessor.

The following are requirements for a rental reservation of 1 to 49 people:

1. Read the specific provisions of the Rental Agreement contract carefully.
2. Fill out and sign the Rental Agreement contract.
3. **INITIAL ALL BLANKS** on the lower right of the contract to validate.
4. Check your Rental Agreement arrival time. For most rentals the gate is opened 30 minutes prior to the arrival time. The Rental Agreement arrival time **MUST INCLUDE** the time you require, if any, to set up for your program. Changes **must be confirmed with the Property Manager at (541)566-2191.**
5. Check your Rental Agreement departure time.
6. Check your business and/or home phone number.
7. Return the Rental Agreement contract with required deposits to confirm your reservation. *DO NOT FORGET to make a copy of the contract for your records.*

Your reservation is not confirmed until the deposit of 50% of rental fees or \$100.00, \$200.00 cleaning deposit and a completed Rental Agreement contract are received in the corporate office. The balance of the contract will be due 14 days prior to your arrival unless other arrangements are made in advance.

Please call the corporate office if you have any questions. By providing us with accurate information on your planned rental, you help us meet your needs. We look forward to working with your group.



Formerly Meadowood Springs Speech and Hearing Camp

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

## INTRODUCTION

Reservations for the use of Camp Meadowood Springs may be initiated by calling property managers at (541) 566-2191. A completed Rental Agreement and deposits are required to reserve the camp. The Signer agrees to accept specified responsibilities:

- \* Call the camp office at (541) 566-2191 to schedule a tour if you would like to see the facility prior to a rental.
- \* Read the Policy and Guideline pages. By signing the Rental Agreement, the Authorized Representative binds the Organization, and each member or camper(s), to the terms of the Agreement, and accepts full responsibility to convey the terms to each member or camper of the Organization.
- \* Pay the deposit to confirm and secure the reservation. The deposit shall apply to the total fees payable.
- \* Large groups renting under the name of an organization or corporation may be required to provide insurance per person/per day for rental(s). Proof of insurance shall be provided to Meadowood at the time of occupancy. Check with the property manager to determine if your group is required to provide insurance.
- \* Make arrangements with Property Manager by calling (541) 566-2191 at least 2 weeks in advance of rental for ANY SPECIAL PROGRAM REQUIREMENTS, EQUIPMENT OR RECREATIONAL NEEDS. All activities done while at camp must be O.K.'d through the Property Manager.
- \* Arrive at the camp at the time listed on the Rental Agreement. A Property Manager is on the premises. **ALL RENTERS MUST CHECK IN WITH THE PROPERTY MANAGER PRIOR TO OCCUPYING ANY BUILDINGS UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE. The Group Leader and/or alternate person must schedule a walk through with the Property Manager at the time of arrival and sign a check-in sheet. *The same procedure applies to check-out.***
- \* **It is your responsibility to clean all appliances, (grills, ovens, stoves, refrigerators & microwaves), tables, floors and counter tops that you have used. *This is part of the \$200.00 deposit that may be assessed if these areas and items are not cleaned properly***
- \* Depart at the time listed on the Rental Agreement. If you decide to leave earlier than stated on your rental agreement, you must notify the Property Manager. **A second walk through must be scheduled with the Property Manager by the same individual who completed the walk through at the beginning of the rental. YOU WILL NEED TO SIGN A CHECK-OUT SHEET.**
- \* If you have any questions regarding billing, please contact the corporate office at (541) 276-2752.



## Formerly Meadowood Springs Speech and Hearing Camp

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

### OCCUPANCY

When renting any facilities, Lessor agrees to furnish the specified buildings, specified number of beds in each building, heat, toilet paper and paper towels in the bathrooms. A reasonable amount of firewood is provided for indoor use only, during the specified rental period for buildings with fireplaces. Firewood is for indoor use only; additional firewood is for sale at \$20.00 a bucket load and will be applied to your final bill. You must contact property manager directly for more delivery of additional firewood. **Renters will need to provide their own bedding**, please keep in mind it gets very cold in the evenings. It is recommended that you bring plenty of blankets and warm clothes.

### ROADS / TOWING

Lessor will make every attempt to have the roads plowed during the winter months. Therefore, during winter months, renters are urged to come in 4-WD vehicles or vehicles equipped with chains and/or snow tires. Lessor does not have the ability to tow any vehicle if you should get stuck.

### PARKING / VEHICLES

All vehicles are to be parked in designated parking areas and are not to be driven beyond the parking areas (e.g. driving your vehicle to the cabin is prohibited). At no time should a vehicle exceed 10 mph. Motorcycles and four-wheelers should be driven in designated areas only.

### LIABILITY

Lessee agrees that it will protect, save, and keep Lessor, forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any law or ordinances, whether occasioned by the neglect of Lessee or those holding under Lessee, and that Lessee will at all times protect, indemnify and save and keep harmless Lessor against and from any and all claims and against and from any and all losses, cost, damage, for expenses arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions hereof.

Therefore, you fully understand that Lessor, the corporate office and any staff or parties affiliated with Meadowood cannot be held responsible for any negligence, cost, or damages of any kind relating to your rental group.

Furthermore, Lessor accepts no responsibility for accidents, personal injury or property damage to any member or camper of the Organization arising out of use or occupancy of Meadowood.

### CLEANING / DAMAGES

Any cleaning left to be done by the Property Manager or damages occurring during your rental will be deducted from the \$200.00 cleaning deposit. If costs or damages exceed the deposit amount you will be billed. You are required to dispose of trash, sweep and mop your rental area, as well as clean the bathrooms and showering areas. Cleaning supplies are available for your use. **THE TRASH BINS BEHIND UMATILLA LODGE ARE FOR SUMMER USE. DURING THE WINTER MONTHS, PLEASE USE THE GARBAGE CANS ONLY.**

**If any camp property is broken, destroyed, defaced (graffiti), or willfully or maliciously damages, its cost or replacement will be billed to the responsible party.**

### FIREARMS AND FIREWORKS

**Firearms and fireworks are not permitted at the camp or on Forest Service land.**



## Formerly Meadowood Springs Speech and Hearing Camp

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

### ALCOHOL / DRUGS / TOBACCO

Illegal use of alcohol or drugs is absolutely prohibited. Smoking is allowed in the parking lots only. **The use of tobacco products is prohibited in all buildings.** In compliance with state law, no person 18 years of age or under is permitted to use tobacco products. **You must extinguish and dispose of your tobacco products in proper receptacles.**

### FIRST AID

Rental groups of 49 people or less are responsible for their own first aid services, medical care and medical supplies. Therefore, your group should have a person or persons certified in American Red Cross Standard First Aid and CPR.

### LOST AND FOUND

We are not responsible for lost or stolen items. Make sure your valuables are in a safe and locked place and check that you have everything when you leave.

### GROUNDS USE AND CONSERVATION

Only with careful stewardship of its resources can Meadowood continue to provide the clean and natural setting which our guests enjoy. We encourage your group members to be considerate of the wildlife and its habitat.

#### **LITTER IS**

**UNSIGHTLY** and there are several garbage cans located near the lodges. Lessee may be fined or asked to leave the camp if caught littering. Trails cover most of the 143 acres and a map is on the back of this policy manual.

### PHONES

If you have an emergency and need to use a phone, you must contact the Property Manager. **ALL CALLS MUST BE MADE COLLECT OR BY USING A PHONE CARD.** Your group will be billed for any calls made during your rental stay.

### SWIMMING POOL / LAKE AREA

If using these areas, you are required to provide your own **CERTIFIED LIFEGUARD(S)**. Uses of these areas are **AT YOUR OWN RISK**, and Meadowood or affiliates may not be held liable. If you do not have a certified lifeguard or cannot find one, notify us in advance and we will see if we can find one at an additional charge. The pool is open June – September weather permitting.

### ELECTRICITY

To help us keep the cost down for your group and future rentals, we require that all electricity in the cabins be turned off before your rental group departs. There are a few heaters available on a needs basis. Please contact Property Manager if you need an additional heater.

### SMOKE DETECTORS / FIRE EXTINGUISHERS

There are smoke detectors in every cabin, and fire extinguishers in the lodges and placed strategically around camp. Tampering with and/or removing smoke detectors and/or smoke detector a battery is a violation of state law. Violators will be asked to leave the premises and will forfeit their deposit. Violators may also be prosecuted to the fullest extent of the law.

### POLICY ON SMOKING

Smoking is allowed in designated areas only. Smoking inside cabins, lodges, or within any other Meadowood facility is **strictly prohibited and will result in immediate dismissal from the camp.** Please extinguish and dispose of tobacco products properly.



## Formerly Meadowood Springs Speech and Hearing Camp

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

### UMATILLA LODGE

This is a spacious meeting area for a maximum of 150 people. It has an open loft, a fireplace, and restrooms. There are no beds available in Umatilla. The Umatilla Kitchen is not rented separately from the lodge. It cannot be rented without the Property Manager first giving instruction on the equipment. **NOTICE:** Because this kitchen is licensed through the State of Oregon, at least one person working in the kitchen **MUST HAVE** a food handler's permit. We will require a **COPY** of this permit to be **SUBMITTED** with the rental contract. If you intend to use Umatilla lodge as a sleeping area for your rental, you must bring your own sleeping pads. Mattresses **cannot be removed** from surrounding cabins.

### BANNOCK LODGE

This is a small meeting/sleeping area for up to 20 people. There are restrooms/showers, a wood stove, and a small modernstyle kitchen area. There are beds for approximately 16 people available in Bannock. Bunks and mattresses have been arranged to make the best possible use of space. Moving bunks and/or mattresses is strictly prohibited. **You will be fined** if bunks and/or mattresses have been moved and have to be returned to their original order.

### THE HUB

This is Meadowood's newest multi-purpose building. It is centrally located near the meadow. The building is used for arts and crafts during the summer therapy program, has restrooms and a kitchen. **It is closed in the winter.** If you intend to use the Hub as a sleeping area for your rental, you must bring your own sleeping pads. Mattresses **cannot be removed** from surrounding cabins.

### CABINS

The cabins have been arranged to make the best possible use of spaces. Moving bunks and/or mattresses is **strictly prohibited**. **You will be fined** if bunks and/or mattresses have been moved and have to be returned to their original order.

Thank you for choosing our facility. We look forward to serving you as best we can. If you have any questions about billing, please call our corporate office at (541) 276-2752. If you have any special needs or questions about the facility, please contact our Property Manager at (541) 566-2191.

**ANY VIOLATION OF THE RULES AND REGULATIONS MAY RESULT IN IMMEDIATE  
EXPULSION  
FROM THE CAMP AT THE SOLE DISCRETION OF THE PROPERTY MANAGER**



Formerly Meadowood Springs Speech and Hearing Camp

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

## **RENTAL AGREEMENT**

This agreement is for the use of specified facilities at Camp Meadowood Springs (the Lessor) and the below-named organization or individual (the Lessee). Please read this contract carefully. Please initial and sign the blanks specified. Any questions you have should be clarified with the corporate office at (541) 276-2752 prior to signing this agreement. A nonrefundable deposit of 50% of anticipated rental cost or \$200, whichever is less, is due with the submitted rental agreement. **A refundable \$200.00 cleaning deposit is required with rental agreement. BALANCE IS DUE ONE WEEK PRIOR TO ARRIVAL.**

### **RESPONSIBLE PARTY**

Individual _____	Organization _____
Street Address _____	City/State/Zip _____
Business Phone _____	Home Phone _____
Email Address _____	
Arrival Date _____ Time _____	Departure Date _____ Time _____
Mm/dd/yy	Mm/dd/yy
# of Youth _____	# of Adults _____
	Maximum Beds Reserved to Group _____

### **CANCELLATIONS**

A 40% fee will be charged on cancellations made less than 14 days before your rental date. Minimum forfeiture fee is \$30.00

### **OTHER USER GROUPS**

Meadowood is a multi-use facility and may be used by more than one group at a time. If you choose to rent the entire area, you will be charged for all cabins, despite the size of your group. In fairness, each group must stay within their rented area.

### **POLICIES & PROGRAM GUIDE**

Lessee has read Meadowood's policies and requirements pages attached and WILL FOLLOW these guidelines.

**INITIAL HERE:\_\_\_\_\_**

### **CLEANING**

Lessee agrees to leave the facility and property in the same or better condition than when they arrived. You will be charged a cleaning fee of \$200.00 if the lodges or cabins are not left as clean as when you arrived. See also the requirements listed in the policy guide.

**INITIAL HERE:\_\_\_\_\_**

**\*\*\*\*\* YOU NEED TO BRING YOUR OWN BEDDING AND FOOD. \*\*\*\*\***





**Formerly Meadowood Springs Speech and Hearing Camp**

P.O. Box 1025

Pendleton, OR 97801

Telephone: (541) 276-2752

Fax Number: (541) 276-7227

Property Manager: (541) 566-2191

**FACILITIES REQUESTED**

Please check any item(s) you intend to use during your rental. **Initial the blank before the cabins you wish to use.**

**LODGES**

- \_\_\_\_\_ Umatilla Lodge/Kitchen (no beds) -- **\$550.00 per 24 hours.**
- \_\_\_\_\_ Bannock Lodge w/kitchen -- **\$225.00 per 24 hours** (Sleeps 17 people).
- \_\_\_\_\_ The Hub (Closed Oct. - May) **\$300.00 per 24 hours**

**AREA ONE – All cabins are \$60 per 24 hours - CLOSED OCT-MAY**

- \_\_\_\_\_ Sleeps 24 -- \_\_ Chippewa
- \_\_\_\_\_ Sleeps 14 -- \_\_ Choctaw, \_\_ Cherokee, \_\_ Chickasaw
- \_\_\_\_\_ Sleeps 8 -- \_\_ Newport, \_\_ Clackamas, \_\_ Ocean Lake
- \_\_\_\_\_ Sleeps 6 -- \_\_ Tillamook
- \_\_\_\_\_ Sleeps 4 -- \_\_ Sherwood (has 2 double beds)
- \_\_\_\_\_ Sleeps 3 -- \_\_ Florence -- VIP Cabin. Has a double bed and own bath.

**AREA TWO – All cabins are \$60 per 24 hours**

- \_\_\_\_\_ Sleeps 8 -- \_\_ Piate, \_\_ Palace, \_\_ Wan-a-taka
- \_\_\_\_\_ Sleeps 7 -- \_\_ Milton-Freewater, \_\_ Holy Toledo, \_\_ Multnomah
- \_\_\_\_\_ Sleeps 6 -- \_\_ Lebanon, \_\_ Tahoma, \_\_ Winema

**AREA THREE -- All cabins are \$60 per 24 hours**

- \_\_\_\_\_ Sleeps 8 -- \_\_ Lenape, \_\_ Zuni, \_\_ Seaside, \_\_\_ North Central
- \_\_\_\_\_ Sleeps 7 -- \_\_ Gateway 1 (Frog)
- \_\_\_\_\_ Sleeps 6 -- \_\_ Gateway 2 (Flamingo), \_\_ Sequoyah
- \_\_\_\_\_ Sleeps 5 -- \_\_ Gateway 3 (Ralph's Roost) (2 singles and 1 double)
- \_\_\_\_\_ Sleeps 2 -- \_\_ Pueblo, \_\_ Sherwood, \_\_ Wapato (1 single and 1 double)

**RV Parking: \$25.00 per night**

\_\_\_\_\_ Number of RV Hookups needed: \_\_\_\_\_ RV's must be self-contained; electrical and water hookups only

**EQUIPMENT REQUESTED**

Swimming pool may be rented at \$5.00 per person, per day, for small groups.

\_\_\_\_\_ Swimming Pool \$150 per day (**closed Sept.-May**)                      \_\_\_\_\_ Canoes \$10/day (**closed Oct.-May**)  
(For Large groups)

\_\_\_\_\_ Volleyball(s) **\$5.00**

Signed (Lessee) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Leaser) \_\_\_\_\_ Date \_\_\_\_\_

Please remit checks payable to Meadowood, and send it to P.O. Box 1025, Pendleton, OR 97801 within **14 days prior to your arrival.** Failure to pay deposit and cleaning fee or return a completed rental agreement within 14 days may result in cancellation of your rental.



