



West River Center - 2024 Outdoor Event Information

BALTIMORE WASHINGTON CONFERENCE - UNITED METHODIST CHURCH

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Thank you for inquiring about the West River United Methodist Center for your upcoming gathering. The following information is provided to assist you as you prepare for your event. **Please take the time to read through this packet completely before returning your reservation contract and deposit.** Contact the West River office if you have any questions. Please be sure that all participants are familiar with the information here and on the reverse of this page.

RESERVATION INFORMATION

SATURDAYS ONLY to 1 group

Access to the site at 10am – 6pm

\$550 Flat Rate, includes 2 hours at the pool

(\$350 flat rate if not using the pool)

Rental Includes:

- 2 hours at the pool with lifeguards provided, times generally 2-4pm
- Pavilion Area
- Outdoor tables
- 1 charcoal grill
- access to electric and water
- Bathroom access at the pool bathhouse
- Free Parking for guests

Extra Fees		
Extra pool time	\$100 per hour	Lifeguards are provided. This must be scheduled in advance.
Outside Rentals (e.g. caterers, dj's, etc.)	\$25 per utility / per unit	This fee allows for continuous use of utilities. All outside rentals must provide proof of insurance and be approved by West River Staff.
Use of Ehlers Hall	\$250 flat rate fee	Ehlers hall offers air-conditioned space with tables/chairs and additional bathrooms.

Outside Vendors – INFLATABLES/MOON BOUNCES ARE NOT ALLOWED, NO EXCEPTIONS. Other vendors: activities, caterers, etc. Groups wishing to bring vendors on site as a part of their event are welcome to do so. There is an additional charge for those pieces of equipment requiring constant use of either water or electric. Please add \$25 for each utility (water and/or electric) that must be supplied. 110-volt, 20 amp circuits are available. In addition, the vendor supplying the equipment shall submit a Certificate of Insurance naming the Baltimore Washington Conference United Methodist Church, Inc as coinsured in the amount of \$1,000,000.

Caterers – Some groups prefer someone else do the cooking. Access to the pavilion area with larger grills and trucks is limited. Additionally, for any caterer wishing to use an electric griddle, fryer or other piece of electrical cooking or refrigeration equipment is subject to a \$25 electric charge per piece of equipment. (110-volt, 20 amp circuit). A Certificate of Insurance is required from the caterer naming the Baltimore Washington Conference United Methodist Church, Inc as coinsured in the amount of \$1,000,000.

Weather Policy

There are no indoor facilities available in the event of rain or excessive heat the day of your event unless you have previously booked Ehlers Hall. Should you decide to cancel your event due to extreme weather conditions, the fee is non-refundable.

ON-SITE INFORMATION

Arrival/Check-Out - Please call the West River office the week prior to your event to inform us of your estimated time of arrival. Be sure to check in with the staff person on duty in the office when you arrive. **Check out is 6pm.**

Parking - Parking at West River is limited and we strongly urge you to carpool as much as possible. Parking is permitted only at the main lot located near the Ehlers Hall and at the pool. **Parking or driving on the grassy areas is prohibited and guests will be fined if the lawns are damaged.**

Pool – The maximum number of persons allowed inside the pool enclosure at any time is approximately 100 persons. The lifeguard(s) on duty may decrease this number as necessary to maintain a safe environment.

Children must always be supervised by an adult. The use of flotation aids by children is permitted only at the discretion of the lifeguards.

No diapers are permitted in the pool and children who use the pool must be potty-trained. To help maintain safety and proper chemical levels the pool will be cleared of all swimmers at the top of the hour for 5 minutes for pool staff to check chemicals. In the event of an “accident,” in which bodily fluids are introduced into the pool water, everyone must evacuate the pool while the water is sanitized. This generally requires closing the pool for the remainder of the day. Parents are advised to allow children an appropriate amount of time after eating before allowing them to enter the pool.

In the event of an approaching thunderstorm, the pool will be closed immediately. No one may remain within the pool enclosure during the storm. The pool will reopen only after the storm has passed and there has been no lightning or thunder for a period of 20 minutes.

Recreation -West River has a hard-surface basketball court, large recreation field, beach volleyball court, frisbee golf course, gaga ball pit, 9-square in the air, and human foosball. Equipment is located at each area. For boating and/or ropes events, please see our overnight rate sheet for pricing. Staff led activities are booked in the summer at the discretion of the site director.

Rest Rooms and Changing Facilities - Restrooms are located at the pool bathhouse. Ehlers Hall also has restrooms for those groups renting that building.

Trash and Recycling Receptacles - Please make proper use of the trash receptacles and recycling bins that are clearly marked and conveniently placed at the pavilion area. All trash/recycling should be collected and emptied into the dumpster near the main parking area.

Pets - Pets are not permitted.

Alcohol/Smoking/Vaping/Drug Policy - Alcoholic beverages, tobacco products, vaping products and illegal substances are strictly prohibited. Any group found to be in possession of any will be asked to leave immediately. Any evidence of such activity found after your departure may result in your group being prohibited from making a future reservation.

Insurance and Indemnification - A Certificate of Insurance (COI), evidencing general liability coverage with minimum limit of \$1 million per occurrence and listing the Baltimore-Washington Conference of The United Methodist Church ("Conference") as an additional insured for these specific dates, must be submitted with deposit and signed contract. The Guest Organization agrees to indemnify, defend, and hold harmless the Camp, the Conference, and all of their members, clergy, trustees, officers, employees, agents, and volunteers from and against any and all claims, losses, costs, liabilities, damages, and expenses, including, without limitation, penalties, fines, and reasonable attorneys' fees, to the extent incurred in connection with or arising from the use or occupancy, or the manner of use or occupancy, of Camp property or any injury or damage caused by User or any person occupying the Camp property through User, whether such claims, losses, costs, liabilities, damages, and expenses are caused in part by the Camp. For Family groups, please check with your home owners insurance if they will put together a specific rider for the event.