



Oregon State University
Extension Service



Oregon 4-H Center Policies and Procedures Day Use Groups

Welcome to the Oregon 4-H Center! Please read your Use agreement carefully. If any information is incorrect, please call the office to request changes or corrections.

ARRIVAL AND DEPARTURE

Arrival:

Please note your arrival time on the Use Agreement. Due to other groups using our facility we may not be prepared for group members who arrive prior to the agreed upon time.

Please have your group leader stop at the office upon arrival. We appreciate the courtesy of a call if you are delayed.

Follow the signs to find your meeting location. Other groups may be arriving at the same time, or, may already be in session at various facilities. Please respect the privacy of each group.

Guests are welcome to unload near housing and meeting locations. Once cars are unloaded, they should be moved to the main parking lot for the duration of your stay. Cascara guests may park in the lot behind Cascara Lodge. Greider Lodge guests should drive to Greider while you leader checks in.

Departure:

The Group Leader of the program should stop by the office before leaving. In order to keep our fees low we ask that the building(s) be cleaned to their original condition. Be sure to check for personal belongings, and turn off the lights and heat.

Lost and Found Items are held for three weeks and then donated to local charities.

GENERAL GUEST INFORMATION

Telephone Numbers

4-H Center Business Office: 503-371-7920

Generally available M-F, 8:00am.-5:30pm.

The office answering machine is not monitored outside these hours.

Your host will meet the group leader at arrival and departure times. If you have special requirements, please confirm them with our office staff before arrival.

The emergency numbers are posted by each telephone.

An emergency phone is located in the Dining Hall breezeway. There are also phones located in the swimming pool house (if open) and the Maintenance shop.

Cancellation:

No refunds will be made on reservations canceled less than 60 days before program date.

Billing:

Your non-refundable deposit will be deducted from the final bill. All programs, including last minute cancellations, will be charged the full package price for all participants confirmed 14 business days prior to the program date. The final bill, due 30 days after the event, will be based on the number confirmed or the actual number of persons attending, whichever is greater.

Roads and Parking:

Our road system can be narrow and some are one-way. Maximum speed is 10 mph. Use caution and watch for campers and guests.

Insurance:

The 4-H Center does not carry health or accident insurance for guests or groups. Each group is required to provide proof of insurance coverage. *The certificate must name the Oregon 4-H center and Oregon state university as additionally insured.*

Signs:

Permanent direction signs help guests locate our meeting rooms and housing areas. If your group has signs to be posted, we will be happy will assist you.

Smoking:

The Oregon 4-H Center is a smoke free environment. Please refrain from smoking in any building and check with your host for fire safe areas. Please never smoke in our forest due to fire danger.

Alcohol and drugs:

Illegal use of alcohol, marijuana, or drugs is prohibited. An adult group wishing to serve alcohol in must contact the office for an Alcohol Beverage Service Agreement. Alcohol Beverage Agreements are issued only when there is no youth group registered to use our facilities.

Candle and Glue Gun Use:

If your group uses these items, please be aware that wax and hot glue spilled on the carpets will cause damage. Your group will be billed for the removal or repair.

Food Service:

Our professional food service staff is happy to help groups plan their meal program. Meals are served at 7:30 am, 12 noon, and 5:30 pm.

Setting tables, serving food and clearing tables are the group's responsibility. Snacks and coffee service can be provided upon request. The final meal count should be confirmed no less than 14 business days prior to the first meal.

Staff:

Ratios of camp or group staff on duty with your group should follow the following minimums.

Age of Child	Number of Staff	Number of Children
4-5 years	1	6
6-8 years	1	8
9-13 years	1	10
15-18 years	1	12

RISK MANAGEMENT PLANNING

Each group should have an emergency plan outlining procedures in case of windstorms, earthquakes, animal bites, lost participant, transportation emergencies, severe illness and injury. Report all emergencies to the office.

Emergency procedures:

When the emergency siren blows, proceed as quickly and orderly to the main parking lot near the swimming pool. Verify that all members are present. The group will move through the fields above 4-H Road to the "staff residence" site. Avoid using the gravel roads which must be available for emergency vehicles.

Unknown visitor:

Authorized visitors will be issued a visitor's pass and/or be accompanied by a 4-H Center staff member. All other persons should be directed to return to the Center Office.

Guest Conduct:

Please insure that group members behave appropriately toward each other and staff. Guests are not to ride in any vehicle without using a proper seat. Be sure to use one seatbelt per person. Everyone should wear appropriate footwear our trails can be slippery and the terrain is uneven. Guests should be aware of the presence of poison oak in our forest. Please stay on the trails at all times.

Firearms and ammunition:

Programs planning to bring air-rifles and ammunition to the 4-H Center as part of an educational shooting sports program must notify the 4-H Center Manager prior to arrival. Guns must be stored under lock in a location separate from the ammunition. No firearms are allowed except for an educational shooting sports program. There is no hunting allowed on 4-H Center property.

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