

OWL Center

LA United Methodist Children and Family Services Inc. Policies & Procedures

Reservation, Payment, & Cancellation Information

- Upon initial booking, you are responsible for the deposit. The deposit will be one half of your total bill. This is non-refundable.
- A reservation deposit, a certificate of insurance, and a signed copy of the Policies & Procedures must be received within 10 days.
- Refunds will only be given if weather does not permit for the scheduled event. This decision will be made by OWL Director. (This only applies to the ropes course and maze activities.)
- Advanced scheduling will allow us to better accommodate your needs.
- An invoice for services will be mailed the week following your event. Payment is due within 10 days of receiving invoice.
- Groups that cancel at least one month prior to event will be allowed to apply their deposit if event is rescheduled within 3 months of original date.
- In the event of a hurricane or other natural disaster, please note that your reservation may be canceled so that the OWL Center can be used as an evacuation site.

General OWL Guidelines

- All gates must be left as they are found.
- Vehicles are to remain on roadways and parking areas only. Bikes may be used on appropriate trails only.
- Guests are NOT allowed in any pastures.
- Before leaving, be sure all lights/fans/heaters are turned off and doors are closed. Please place the thermostat back on the setting it was found.
- Anything found broken or in need of replacement should be reported to OWL staff. Any damaged to property will be assessed and fined accordingly.
- Candles are NOT permitted.
- **Every guest** (including chaperones/parents) must sign a release of liability.
- Guests are responsible for their own actions- LUMCH&FS is relieved from any liability incurred.
- Alcohol, firearms, tobacco products (cigarettes) and illegal drugs are prohibited. **THERE IS NO SMOKING ON OWL PROPERTY.**

Kitchen Facilities at Pavilion/Bunkhouse

- Groups may have full use of the kitchen.
- The OWL Center supplies pots, pans, cooking utensils, etc.
- Each group is responsible for bringing ALL of their own paper products (i.e. plates, silverware, napkins)
- OWL Center can provide meals to groups during activities (i.e. ropes course). This must be arranged prior to the scheduled event.
- Guests are responsible for picking up trash, washing used dishes, and cleaning all facilities used.
 - There will be a \$50 clean up fee if facility is not left in condition it was found.

Bunkhouse/Camping

- Final participant count is required 10 days before your scheduled arrival date. **Your final invoice will be based on this number.**
- Every guest (including chaperones/parents) must sign a release of liability.
- Each participant must supply their own linens, pillow, towels, and toiletries.
- If the group plans to attach posters, etc to the walls of the bunkhouse, please do so to prevent damage to the facility. Command strips or adhesive, removable putty is recommended. No tape!
- Guests are responsible for picking up trash, washing used dishes, and cleaning all facilities used.
 - There will be a \$50 clean up fee if facility is not left in condition it was found.
- Campfires are allowed in designated areas unless there is a burn ban in effect. Before leaving (or going to bed) fires must be put out. Please do not use the round log seats as firewood.
- In case of emergency a telephone is located in the kitchen at the main pavilion. Emergency numbers and driving directions to medical facilities are posted at the bunkhouse, pond, and main pavilion.

Ropes Course and Maze

- There is a minimum requirement of 12 participants.
- All ages are welcome in the Maze!
- Groups are encouraged to arrive 15 minutes before their scheduled activity. Groups who arrive in excess of 30 minutes late will forfeit their day.
- Final participant count is required 10 days before your scheduled date. This allows us to schedule the appropriate number of staff for your event. **Your invoice will be based on this number.**
- Every guest (including chaperones/parents) must sign a release of liability.
 - **A health questionnaire form is also required for the Ropes course.**
- No vehicles are to be taken on the Ropes Course.
- No one is allowed to use the ropes course or maze without an OWL staff.

Conference Center/Lodge

- The Conference Center main floor can accommodate up to 275 people in theater style seating. The Center can accommodate up to 200 comfortably with tables and chairs.
- The Center is open from 6:00 am to 12:00 am for activities.
 - All decorating, activities, and clean-up must take place within this time period.
 - All items must be removed from center that day, unless prior arrangements with OWL Staff have been made.
- Kitchen facilities are available. Access is available to a full-service area complete with ice machine, refrigerator, freezer, ovens, stove, etc.
 - Outside catering is allowed.
- All decorations must be approved prior to the event. Item NOT allowed include: candles, confetti, glitter, paint, hay/straw, highly flammable items, etc.
- Decorations should be attached in a way to prevent damage to the facility. We recommend Command brand strips. Staples and nails are not allowed.
- All decorating and removal is the responsibility of the group.
 - All table coverings and place settings are the responsibility of the renter/caterer as well as the removal of such items.
- The group leader is responsible for signing the release of liability, actions of group members and any damages incurred.
- The facility should be left in the condition it was found or a clean up fee of up to \$150 will be charged.
- A trash dumpster is located behind the building. Please place all trash in this container.
- Lodge rooms may be available in conjunction with use of the conference center. This is determined on an as needed basis. Additional costs apply.

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LA United Methodist Children and Family Services Inc. 2022 Fee Schedule

Bunkhouse

- \$15.00 per person/night
- Minimum fee of \$250
- Day Use Only- \$200
- Cabins - \$10/person (\$100 minimum)

Pavilion/Kitchen/Field

- \$250 day use fee
- Tent camping - \$10/tent (in addition to day use fee)

Henning Conference Center

- \$700/day or \$1,200 for 2 consecutive days. Groups that need extended hours to decorate/set up or weddings that need to rehearse should book for 2 days.
- \$300/4 hours or less. Half day rate only applies to week days (Monday-Thursday).
- This includes the main floor, kitchen, and conference room
- Tables and chairs are included but groups must do their own set up and take down

Maze

- \$10/person

Ropes Course

- Half Day-\$40/person
 - Times: 9:00 a.m.-12:00 p.m. OR 1:00-4:00 p.m.
- Full Day-\$60/person
 - Times: 9:00 a.m.-12:00 p.m. AND 1:00-4:00 p.m.

Equine – all equine activities subject to availability

- Riding lesson (private or semi private, English or Western) - \$40 each or 4 lesson package for \$140
 - Sibling lessons (must ride in the same lesson and pay for a set of lessons to qualify) - \$240 (4 lessons for 2 siblings)
- Equine Assisted Learning (EAL) - \$45/person (2 hour session). Groundwork based activities designed to develop problem solving, leadership, and communication skills in teams and individuals.
- Group Horsemanship Classes - \$65/person (2 hour session). Includes horsemanship and riding.

Pond (seasonally)

- Canoes, Kayaks, Paddleboats, Paddleboards, Swimming
- Everyone must wear a lifejacket (provided)
- Lifeguard is provided
- \$20/person for a 2 hour session

Meals

- Call for menu and prices

T-Shirts

- \$15 Adult/ \$12 Youth sizes
- Many colors/styles available