



# CAMP LANE INFORMATION AND REGULATIONS

## GENERAL INFORMATION

Camp Lane is nestled in 15 wooded acres on the bank of the Siuslaw River, located on Highway 126 at mile marker 23, 42 miles west of Eugene and 23 miles east of Florence. The camp is owned and operated by Lane County Parks and is available for use by organizations and groups for recreational, educational and social programs. Commercial usage of Camp Lane is prohibited. Camping is by reservation only.

### A. Facilities Provided by Camp Lane

1. Rustic log lodge
  - 30 ft. by 50 ft. dining room with fireplace and seating for 160 guests.
  - Modern kitchen with restaurant equipment, dishes, and utensils for food preparation.
  - Cook's quarters with sleeping accommodations for 8-10 guests, including one full bathroom.
2. Camp Headquarters (A-frame)
  - Office with telephone - for emergencies only.
  - Lounge/meeting room with fireplace.
  - Infirmary and nurse's quarters.
  - Staff quarters with sleeping accommodations for 20-25 guests, including two full bathrooms.
3. Four tree house structures: two accommodate 9 guests, and two accommodate 12 guests.
4. One cabin: accommodates 6 guests.
5. One Adirondack: with bunkbeds and a cot accommodates 19 guests.
6. One Yurt with bunk beds accommodates 12 guests.
7. Two comfort buildings with restrooms, showers, dressing rooms, serve guests using the Tree houses, Yurt, and Adirondack.
8. Outdoor fire-pit with seating for approximately 150 guests.
9. Outdoor Amphitheater with seating for 80 guests.
10. Recreation areas:
  - Two play fields
  - Sand volleyball court
  - Horseshoe pits
  - Tetherball poles
  - Sandy beach area by the river
  - Trails throughout the site
  - Lighted covered shelter 94' by 63' wide by 17.8' tall multi-use court (with equipment to play basketball)

Guests have access to all camp facilities, excluding the vicinity around the Camp Manager's residence and maintenance areas. The rental package includes electricity, water, garbage pick-up, essential restroom and kitchen supplies, along with 130 cots and mattresses for your convenience. **Space heaters is not permitted.**



### Maximum Capacity – 150 Guests

Sanitary facilities and public health regulations limit the number of guests on the premises at any one time to 150. Guest count includes campers, staff, and visitors.

### Mattresses

Mattresses are provided and may be checked out upon arrival and checked back in upon departure. Check-in is at 3:00 pm and checkout is at 11:00 am; early check in and late check out are not permitted.

### **B. Supplies and Services Provided by the Renter**

It is the renter's responsibility to comply with Federal, State, County, or municipal laws and regulations applicable to organizational camps. Renting organizations need to provide adequate camp staff, food, medical and program supplies, and bedding and kitchen supplies not provided by Camp Lane. Storage is limited at the camp. Supplies, including firewood, may only be delivered prior to 3:00 pm check-in with permission granted by the Camp Manager.

### Emergencies

Renters shall have emergency procedures established for handling injuries and conducting an evacuation in case of fire. The renter's medical personnel are responsible for requesting ambulance or paramedic services. All buildings are equipped with fires extinguishers.

### Clean up

During camp, facilities shall be kept clean. The renter shall maintain and leave the camp in as clean and operable a condition as when the camp was entered by the renter. Clean up at the end of the renter's stay shall include each item listed on the "Departure Day Cleanup" sheets provided upon arrival. The standard of acceptable cleanup shall be determined by the Camp Manager.

### **C. Firewood**

Native firewood may not be cut at the camp. Renters are encouraged to use local firewood to prevent transport of invasive species and may bring their own or purchase firewood from the Camp Manager.

### **D. Telephone**

The landline phone at Camp Lane may be used by groups for the duration of their stay for \$15.00, which includes local calling access. No collect calls may be accepted, and all long-distance calls must be collect. Incoming calls concerning emergency situations, such as illness, injuries, death in the family, etc. will be accepted by the Camp Manager.



### **E. Vehicles & Parking**

Due to limited parking availability, and the need to always retain a cleared emergency lane, a maximum of 50 cars is allowed and shall park in marked spaces. Reserved spaces are for the Camp Manager's use. A limited number of trailers and campers may be allowed (no hook-ups are available) with approval, prior to arrival, by the Camp Manager.

### **F. Bottled Drinking Water**

Groups may purchase 5-gallon bottled drinking water for \$8.00 per container. To ensure availability when making your reservation, please inform Parks of how many containers you would like. Additional bottles may be available for purchase from the Camp Manager.

## **CAMP LANE RULES**

### **A. Alcohol and Drugs**

The possession and consumption of alcoholic beverages is forbidden without having obtained permit, insurance, and advance approval. Illegal and recreational drugs are forbidden at Camp Lane. Smoking of any kind is forbidden on camp premises.

### **B. Fire Prevention**

Open fires are allowed in established outdoor fire-pits only. During periods of high fire danger, all fires are prohibited. Candles, fuel lamps and other flames are prohibited in the sleeping quarters. BBQs are restricted to use for food purposes only and are allowed on concrete surfaces only.

### **C. General Safety**

- The river can be hazardous for swimmers. No unsupervised swimming or water play for persons under 18 years of age unless supervised by an adult 18 years or older. NO LIFEGUARD on duty.
- Dogs and pets are not allowed at camp (except service dogs).
- Temporary outlets and extension cords Not permitted.
- For their safety, sleepwalkers should be assigned to the lower units and those farthest from the river and Turner Creek.

### **D. Other**

Please use only painters' tape or Command hooks to post camp notices and signs.

Games should be scheduled in the sand area, unless otherwise approved by the Camp Manager. Irrigation systems run overnight, as such, campers are not permitted to set up tents or sleep on the lawn. Tents may be approved in specific areas by the Camp Manager.



## RENTAL INFORMATION

### A. Fees

Item	Details
<b>Reservation Payment</b>	All fees due at the time of reservation.
<b>Refundable Security Deposit</b>	\$250.00 will be handled following the event's end. This covers potential breakage, loss of equipment, repairs needed due to damage caused by the renter, and cleanup costs resulting from insufficient cleanup by the renter.
<b>Minimum Daily Rate*</b>	\$500.00 covering the first 50 individuals for an overnight stay or a day visit.
<b>Additional Visitors Charge*</b>	\$150 for each additional 25 individuals beyond the initial 50.
<b>Check-Out Time</b>	11:00 am
<b>Late Departure Fee</b>	\$500.00 if the group has not vacated by 11:00 am on the last day of the event.
<b>Check-In Time</b>	3:00 p.m.
<b>Reservation Requirement</b>	Friday and Saturday reservations must be consecutive days.
<b>Attendance Sheet Requirement</b>	Must be filled out daily, accounting for all individuals, including visitors and latecomers.

\* Visitors under the age of two are exempt from charges.

### B. Cancellations

Reservation cancellations should be made as early as possible to enable use of the camp by others and to avoid additional fees. Reservation cancellations made:

- 90 days or more notice: Receive a full refund, excluding a \$100 cancellation fee.
- 89-30 days' notice: Obtain a full refund, with a deduction of a \$450 cancellation fee.
- Within 30 days' notice: Eligible for a \$250 security deposit refund only.

Charges apply for all days reserved, including for no-shows and late arrivals; for instance, if the reservation is for three consecutive days and arrive on the second day, you will still be invoiced for the first day.



### C. Insurance Requirements

Note: Name on insurance certificate MUST match the name on the reservation.

#### 1. The Certificate of Liability (Form Acord 25)

- General Liability minimum coverage: \$2 million per occurrence/ \$3 million aggregate.
- Must include host liquor liability insurance if any alcohol will be onsite.
- **Certificate Holder:**
  - Lane County Parks
  - 3050 N Delta Hwy, Eugene, OR 97408
- Insured/ Named Participant: Must match the name on the reservation.
- Description of Operations:
  - Include the event location, date, and description of event.
  - Must refer to the Additional Insured Endorsement.

#### 2. The Additional Insured Endorsement

- Name "Lane County & its divisions, commissioners, officers, agents & employees, and volunteers are named as additional insureds."

Proof of insurance must be submitted to the Parks office ([laneparks@lanecountyor.gov](mailto:laneparks@lanecountyor.gov)) no later than 60 days prior to the event date. The insurance policy insures the renter against liability claims.

### D. Billing

If extra charges are incurred, an invoice will be prepared after the renter's event and will be mailed to the designated group representative. The final payment is due within ten (10) working days upon receipt of the invoice.

### CAMP LANE CONTACT INFORMATION

To schedule a tour or for more information, please contact the Camp Manager.

15761 Hwy. 126  
Walton, OR 97490  
541-935-3412  
[camplanecaretaker@gmail.com](mailto:camplanecaretaker@gmail.com)

Lane County Parks wishes you a great event!