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Guest Group Information Packet

The Salvation Army Camp Arnold Retreat and Conference Center is located 16 miles South of Puyallup on the way to Mt. Rainier. At only an hour and a half or less from Seattle, Tacoma, and Olympia we are the perfect location and an ideal setting for your next retreat or outdoor education program. We have over 670 acres of woods, wetlands, hiking trails and lakefront for your group to explore. Our Cascade Nature Center, rock wall, and challenge courses are dedicated to team building and outdoor education programs. Lodging, meeting rooms and food services are varied to meet your group needs.

The Salvation Army's Mission Statement

The Salvation Army, an international movement, is an evangelical part of the Universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Camp Arnold's Mission Statement

Our mission is to use nature and the great outdoors as a setting to share the Gospel of Jesus Christ, teach environmental awareness, encourage pro-social behavior, and safely provide opportunity to every camper for fun and adventure.

Rental Package Rates 2027

Packages include:

- **Lodging**
- **Meal Service (Buffet Style)**
- **Use of one Meeting Area**
- **Basic Audio/Visual Equipment (LCD is $30.00 extra)**
- **Use of Recreational Areas**
- **Nature trails**

	Guest Lodging	Mountains	Firgroves
One Night/Three Meals	$138.00	$104.00	$94.00
One Night/Four Meals	$155.00	$121.00	$111.00
Two Nights/Four Meals	$233.00	$163.00	$141.00
Two Nights/Five Meals	$250.00	$180.00	$158.00
Two Nights/Six Meals	$267.00	$197.00	$175.00

These rates are per adult person for groups of 50-150 (smaller groups please call for rates).
Children 4-10 receive 15% off adult rates. Children 3 and under are free.
Single occupancy is an additional $15.00 per night.

Rates for R.V. and tent sites and additional nights and/or meals are available upon request.
Please contact the Guest Services Manager.

Facility Information

Guest Lodges (Linens provided)			
Lodge	**Description of Lodge**	**Bedrooms**	**Restrooms**
Mountain View	Suite with kitchenette	One Queen/Hide-a-Bed	Private
Cedar	Lodge with kitchen and living room meeting space	5 Bedrooms, sleeps 2 per room on twin beds	3 shared restrooms and showers
Red Cedar	Lodge with kitchen and living room meeting space	5 Bedrooms, sleeps 2 per room on twin beds	3 shared restrooms and showers (1 ADA)
Rainier - Upstairs	Sitting area w/coffee	2 Bedrooms: 2 twins/1 twin and 1 full.	Shared restroom/shower
Rainier -Downstairs	2 sm. rooms	2 bedrooms: Twin over full	2 restrooms and 2 showers
Bruns	4 bedrooms total 2 rooms share a bathroom Sink in each room	Each bedroom has 1 twin and 1 twin over double bunk	Shared bathroom between rooms
Lower Maplewood	Two Room Suite with kitchen and living room	2 Rooms, 1 double bed and 1 twin bed	1 restroom with shower

Recreational Vehicle Park *Available from late spring to early fall	Parking for self-contained units.	Restroom Available Near RV Park

Cabins (Linens not provided)			
Cabins	**Number of Cabins**	**People per Cabin**	**Restrooms**
Mountains*	4 Two-Sided Cabins	24 each side (bunk beds)	3 Showers and 3 restrooms (each side)
Firgrove*	5 Two Story Cabins	8-10 upper floor (bunk beds) 12-14 lower floor (bunk beds)	Shower & restroom on each floor
Maplewood	One upper floor	10 on upper floor	2 showers and restrooms
*Each cabin has a private counselor room.			Linen rental $15 per bundle

Meeting Areas

Building	Meeting Rooms	Max Capacity	Description
Timberlake Center	Cedar	80	Large open meeting areas with audio visual equipment, tables and chairs provided. Chairs only 100/80 max capacity.
	Alder	60	
	Fir	40	Open meeting space with fridge and sink.
	Main Gym/Large Meeting Area	400	Indoor gymnasium ideal for large meetings or recreation
Chapel	Main Meeting Area	250	Sound, audio visual equipment, piano, table, and chairs provided. No food or drink in this area, please.
	Foyer Meeting Area	80	Smaller meeting space with doors opening to the main meeting area.
Rec. Room	Main Meeting Area	60	Recreation Room with games and couches. All equipment can be moved to the side and made into a meeting room.
Dining Hall	Main Dining Area	250	PA system and TV
	Back of Dining Hall	40	PA system and TV
Outdoor Amphitheater		300	Campfire area, large stage, sound equipment, 2 restrooms.
Fireside Room	Located in Lower Rainier Lodge	25	Cozy meeting room with fireplace, and TV

Recreation Areas

Timberlake Center

- Indoor Gymnasium (full size basketball court) with sports equipment, indoor games, and volleyball.
- Two restrooms with showers
- Two large meeting rooms upstairs and one smaller room downstairs

Outdoor Swimming Pool ($175.00 hr. w/Lifeguard, (advance notice required)

- Large swimming pool with slide
- Smaller "zero entry" swimming pool with water features
- Pool available from late spring to early fall
- Certified lifeguard and a minimum of one adult lookout required
  (Lifeguard (advance notice required)

Timberlake

- Canoes available. $175.00/hr. W/Lifeguard (advance notice required)
- Fishing with barbless hooks (Catch and release only)

Old Pump House Espresso (when available)

- Lattes, Italian Sodas, and other Coffee Drinks prepared request
- Great small conversation area
- Advance notice required

Gazebo and Lanai

- Covered outdoor conversation and meeting areas
- Baseball Diamond

Disc Golf

- Nine-hole disc golf course

Human Foosball – Outdoors

Carpet Ball

Outdoor Basketball Court

Nature Trails

- Seven trails available (some are seasonally available)
- Over four miles of trails to hike and explore

Exhibit "A"
Camp Rules and Regulations

1. **Contract – We require a minimum of 35 people for a booking. An exclusive booking is 150 or more persons. When you are deciding on the minimum number of reservations you expect, be very realistic in your estimation as your listed group minimum represents the least you will be charged even if your final group size is below this number. If your group is less than 35 people, please call for more information. Please sign and return to Camp Arnold with your deposit and certificate of insurance. To process your Facility Use Agreement, we must have the following:**

   - **Signed copy of the Facility Use Agreement.**
   - **Your deposit.**
   - **Certificate of Insurance for $1,000,000.**
   - If you are **non-profit, a 501-C3 document proof is required.**

2. **Group Minimums and Maximums –** The minimum and maximum number of group participants listed on your Facility Use Agreement represent the minimum and maximum numbers that you are agreeing to for your event. **The minimum number is the lowest amount that you will be billed for, even if your final numbers fall below this number.** The maximum number is the highest number of participants that we will set aside lodging, dining, and meeting space for. It is possible that the maximum number may be exceeded based on availability and prior Camp approval being given.

3. **Final Registration – Camp Arnold must receive the following no later than ten (10) days prior to the start date of your event.**

   - **Final number of persons expected to attend**
   - **A copy of your conference/retreat schedule**
   - **Room assignments**
   - **Completed arrival preparation form (Prep-Sheet)**

4. **Billing Statement** - The final registration number (see "Final Registration" above), or the minimum numbers listed on your User Agreement, **will be** the minimum attendance figure for your billing statement, whichever is greater. If your final registration number is lower that your contracted minimum, you will be billed for the contracted minimum. If your actual number of attendees is higher than this amount you will be billed for the actual number of attendees. **Please note that "day use" guests are not included in minimum numbers for overnight packages.**

5. **Guest Host** – Our Guest Host is available during your weekend to help meet your group's needs. They can be contacted during your stay by phone/text with contact information given upon arrival. We ask that you allow for five to ten minutes during your first general session or meal to provide time for the host to greet your group and provide instructions on the use of the facility. Upon arrival at Camp Arnold, please be sure to stop by the main office and check in with the Guest Host before your group's registration begins.
   Group leaders should be the first ones here.

6. **Filling up the Cabins** – In order to be the best stewards of our property we enforce minimum lodging numbers in each cabin area. If your group desires to use more cabins without having the minimum number in each cabin type, you will be charged a fee for each additional cabin used. ***For example*:** Our Fir Grove cabin minimum is 7 people per cabin. If you have 40 people in your group, you will automatically receive the use of six cabins (40 divided by 7 equals 5.7 which we would round up to 6). If your group wanted to use 8 cabins you would be charged for two extra cabins. If you have any questions, please feel free to contact our Guest Services Manager. The minimum lodging numbers are posted on our website on the "Accommodations" as well as on the .pdf print outs available there.

Fir Grove Cabins

- Each level of a Fir Grove Cabin is considered a separate cabin
- Fir Grove **minimums are 7** people per cabin (Fir Groves hold up to 12 people per cabin)
- Each additional Fir Grove cabin will cost $50.00 per night.

Mountain Cabins

- Each side of a Mountain Cabin is considered a separate cabin
- Mountain Cabin **minimums are 12** people per cabin (each Mountain Cabin holds up to 24 people per cabin)
- Each additional Mountain Cabin will cost $75.00 per night.

7. **Room Check In** – Check in time for rooms cannot be guaranteed before 4:00 PM. Rooms are frequently available earlier in the day and we will do our best to accommodate your arrival time. Please know that, if you follow closely upon another group, rooms may not be available until later in the day (your retreat may still begin earlier in the day). Our goal is to ensure the rooms have been made clean and sanitary prior to your groups use.

8. **Room Check Out** – **Room check out times are no later than 10:00 AM**, unless prior arrangements have been made in advance of your stay. We ask that you please turn off all lights and heat in the rooms upon check out. Please make a final check around the rooms and meeting areas for items left behind.

9. **Group Check Out** – Groups will be asked for their departure time in advance of your stay. Your group will be asked to plan for departure no later than three hours after your last scheduled mealtime. Departure times later than this may be requested in advance and will require an additional day use fee being charged.

   A. Please plan to walk through all housing and program areas before you leave to ensure all belongings and program materials have been collected. Please also ask your group and your leaders to pick up trash inside and outside at all housing and program areas.
   B. Please inform your host immediately of all spills, especially on carpet, and all breakage. Keeping a spill from staining saves us time and saves your group money.
   C. GLITTER – Glitter is expressly forbidden to be used on people, posters, crafts, clothing etc. in ANY area. A fee of no less than $250 will be charged for cleanup of glitter in each area it is found.
   D. Lights, Doors and Heat – Please help us minimize our carbon footprint by keeping doors and windows closed in cold weather; by turning lights off when leaving rooms or buildings; and by turning heat down at the end of your stay. Thank you!

10. **Reservation for Next Year** – At the end of your stay, you will be given an opportunity to request a reservation for the same date(s) for next year. If no indication is made, or we do not hear from you within 14 days, your reservation dates will be available for other interested groups. Please note that The Salvation Army Camp Arnold reserves the right to not make the same date(s) available to your group.

11. **Smoking, Alcohol and Drug Policies** - The Salvation Army Camp Arnold maintains a "Tobacco, Alcohol and Illegal Drug Free Environment" and therefore prohibits the use of all tobacco products, alcohol, illegal drugs and misuse of over the counter/prescription drugs.

12. **Code of Conduct** - The following behaviors are not permitted on Camp Arnold premises: public nudity, any type of lewd or indecent behaviors, viewing of pornographic materials whether digital or physical, or sexual contact between unmarried individuals.

13. **Vehicles** - Please always observe the 10 mile per hour speed limit. A clear fire lane must be maintained to all buildings. Please Park in designated areas ONLY. Vehicles that are not designed to carry passengers must not be used to carry passengers on the Campgrounds. For the safety of all our guests no vehicle, of any type, should be driven by an unlicensed driver including golf carts, ATV's etc.

14. **Maintenance and Facilities** – SHOULD MAINTENANCE PROBLEMS OCCUR-CONTACT YOUR HOST IMMEDIATELY.. Applicant shall be responsible for maintaining and keeping the premises in a clean, sanitary and safe condition and agrees to surrender in good condition as when received and further agrees to pay for any repairs, replacement, or cleaning cost resulting from any damage to the premises or facilities.

15. **Waterfront Supervision and Safety** - The swimming pool and lakefront MUST be under the direct supervision of a person holding current lifesaving, first aid, and CPR certification. Certified waterfront staff must supervise all waterfront activities. Lifeguards must present certification to Guest Host upon arrival. Children under 18 years of age are not permitted on the dock without parental supervision unless lifeguards are on duty.

    - **Lake and Pool - The use of our lake, or pool, requires an additional charge. All posted lake rules and signs must be obeyed and at least one currently certified lifeguard must be present (additional lifeguards must be present for higher numbers. Please call our office at 253-847-2511 for more information).**

16. **Fire Protection** - Designated campfire pits are the ONLY locations where fires may be built. Constant adult supervision is always required in those areas. Any gasoline or flammable fuel must be stored in clearly marked and approved containers and given to the Camp host for proper storage while on the Campgrounds.

17. **Food Allergies and Special Dietary Needs** – If Camp Arnold is providing meal service for your group, please be sure to gather a complete and thorough list of all food allergies and/or special dietary needs and notify us of these on your "Prep-Sheet" form. We will do the best we can to meet these needs, however, please be aware that we may not be able to meet all dietary needs. Our Food Service Director should be consulted for further questions or information.

18. **Outside Food and Beverage** - Please do not bring any homemade food or beverage items to Camp per Pierce County Health Department regulations. Store bought, prepackaged, food, snacks and beverages are allowed.

19. **Dining Hall** – Please plan to exit the Dining Hall approximately one (1) hour after meal service begins so our staff can clean up and reset for the next meal – or the next group. No programming should be planned for the Dining Hall without requesting permission.

20. **Late Meal Fee** – Please be on time for meals. The food is better when it is fresh and when groups are late for meals it causes our kitchen and support staff to work additional hours. In order to offset this cost groups will be charged $25 for each 15 minutes you arrive past your scheduled mealtime.

21. **Coffee/Dining Hall** – We are happy to provide drinks at our Dining Hall coffee bar throughout the day beginning ½ hour before your first meal each day and ending approximately 1 hour after your last meal.

22. **Quiet time** – It is our purpose to promote a restful and relaxing atmosphere for our visitors at Camp Arnold. We ask that guests keep noise levels to a respectful minimum between the hours of 10:00pm and 8:00am. Your cooperation is appreciated.

23. **Due Caution** - Caution should be given, by the group leader, to all attendees regarding the forested, hilly and uneven nature of the grounds, especially on the trail system. Camp Arnold is not responsible for personal injury to guests.

24. **Ratio of Adult Leaders to Campers** - The following adult leaders to camper ratios must be maintained throughout your stay. Supervision must be maintained constantly and throughout camp.

    - **For overnight camps ages 4-5 a ratio of 1:5, ages 6-8 a ratio of 1:6, ages 9-14 a ratio of 1:8 and ages 15-17 a ratio of 1:10.** There must be at least one adult assigned in each cabin and during all activities (two adults are encouraged to ensure the safety of your campers). Ratio is exclusive of nurse and director. We request you include the names and ages of counselors with your lodging assignments upon arrival.

    - **For day-only camps ages 4-5 a ratio of 1:6, ages 6-8 a ratio of 1:8, ages 9-14 a ratio of 1:10 and ages 15-17 a ratio of 1:12.** There must be at least one adult (18+) assigned to each group and during all activities

(two adults are encouraged to ensure the safety of your campers). Ratio is exclusive of nurse and director. We request you include the names and ages of counselors with your lodging assignments upon arrival.

- **It is the Salvation Army's policy to follow the "Rule of Three" for accountability.** An adult should strive to have another adult present when working with youth and should never be alone with a youth. Further it is good practice to not allow youth to be in groups of less than three. We encourage all groups to follow safe child protective measures and at a minimum to follow the "Rule of Three".

25. **Firearms and explosive devices** – Firearms, ammunition and all explosive devices are prohibited on the Campgrounds.

26. **Group Supervision** - During your stay at Camp Arnold the behavior and supervision of your entire group's participants are the responsibility of your group. This includes providing supervision during pre-arranged participation or use of one of our specialty areas (pool, lake, challenge course, rock wall, and archery). In these cases, the Camp Arnold staff members who have been trained and assigned to these areas would facilitate your group's pre-arranged activity. However, your group's leadership would still be responsible for the behavior and general supervision of your group even during these times. Access to these specialty areas is prohibited, unless under the direct supervision of a certified Camp Arnold staff member.

27. **Background Checks** - It is Camp Arnold's policy to advise you that for the safety of all your group's participants you should complete criminal background checks and national sex offender registry checks (and any additional screening you deem necessary) for all of your staff and volunteers. Additionally, it is strongly encouraged to have at least three people always present when working with minors.

28. **Medications** – Use and Storage. It is the policy of Camp Arnold that all prescription and non-prescription medications should always be kept under lock and key unless being distributed to your charges. Even if minors are not present in your group, they may be present on the campgrounds and medications should be inaccessible to them. If you need a secure place to keep medication while you are at Camp Arnold please let your host know and we will accommodate you.

29. **Stewardship and Conservation** - To conserve energy please instruct your group to shut off lights when leaving a building and turn down/off cabin heaters in the morning. Help us preserve the natural beauty of Camp by not picking the flowers and other plant life or disturbing the wildlife.

30. **Lost and Found** - Camp Arnold will hold lost and found items for two weeks. Camp Arnold will not be held responsible for any item left or lost at Camp.

31. **Missed Meals** - No reduction in cost will be allowed for missing any scheduled meals or snacks. Guests arriving late to meals may find that the food has been consumed. Camp Arnold is not responsible to provide meals to late arrivals after the meal has been completed and/or when the food has all been consumed by the group.

32. **Outside Athletic/Sports Equipment** - All outside athletic/sports equipment brought by the user group must first be approved for use by your Guest Host.

33. **Pets** - Pets are not permitted on the Campgrounds.

34. **Power Tools** - Power tools are not allowed on the Campgrounds without prior approval.

In case of emergencies

1. **First Aid and Emergencies** - No health services, facilities or supplies are provided at Camp Arnold. This includes the storage of any first-aid supplies or equipment. A holder of current first aid and CPR certification must be a member of your staff. You are responsible for your own first aid. Contact the Guest Host in the case of an emergency, accident or injury and they will provide you with an accident/injury reporting form that must be filled out and returned to them. If emergency medical help is needed, dial 911 from one of your group's cell phones. Emergency transportation must always be available and provided by a member of your staff. Then contact your host, or other Camp Arnold staff.

*** An **AED** is in the Southwest corner of the Dining Hall, by the coffee bar ***

2. In the event of an unauthorized or hostile person(s) on the Campgrounds, the following procedures should be followed:

   - **Do not approach any person(s) displaying hostile behavior.**
   - **Get inside of a building/room and lock the door. Stay away from any windows.**
   - **If safely possible, initiate a call to 911. Tell them you're at Camp Arnold.**
   - **As soon as safely possible, report immediately to the Guest Host or another Camp Arnold staff member the sighting of any suspicious person or activity.**

3. We advise your group, in case of emergency, to make sure you have collected all participants emergency contact information (name, address, phone number, etc. for both the participant and the emergency contact) as well as any special needs or concerns. This would include, but may not be limited to, known allergies or health conditions requiring treatment, restriction, or other accommodation while on site and in the case of minors make sure to have specific and valid emergency medical treatment permission forms signed and collected.

4. In case of fire:

   - **Evacuate the building and account for all occupants.**
   - **Notify a Camp Arnold staff member who will call the fire department by dialing 911. In their absence, you make the call either on a cell phone or pay phone.**
   - **Say, "fire at Camp Arnold, located at the intersection of Barney Larson and Webster Roads.**
   - **General Alarm located in the dining hall on the wall by the kitchen serving window (Red Switch inside the clear protective box).**
   - **All guests report to the "safe area," located between the swimming pool and dining hall, and between the basketball court and the flagpole, at the sound of the siren.**
   - **Each group should account for all their participants and report any missing persons to the Camp Arnold staff.**

5. In case of strong winds and/or lightning:

   - **If you are in a small boat, fishing, or swimming, get away from the water.**
   - **Stay indoors/look for shelter. If none is immediately available, avoid being near high objects in the areas. If trees are nearby, get away from them and crouch down in an open area. Keep twice as far away from trees as trees are high. If you are on a trail, stay in the area where the trees are all the same height and stay there until the lightening has passed.**
   - **If anyone is injured, treat as you are able and seek medical attention as soon as possible. Notify a Camp Arnold staff member as soon as possible.**

6. In case of volcanic eruption:

   - **If falling ash is sighted, cover mouth and nose with a cloth, report to the gym or dining hall.**
   - **Group leaders should account for all their group members and report to a Camp Arnold staff member.**
   - **If anyone is injured, treat as you are able and seek medical attention as soon as possible. Notify a Camp Arnold staff member as soon as possible.**

7. In case of earthquake:

   - **Do not panic. Keep calm and ride it out.**
   - **If indoors, stay indoors. Take cover under a desk, table, and bench or in a doorway or hallway away from windows and glass.**
   - **If outdoors, move away from buildings and utility wires. If you are in the open, stay there until the shaking stops. Don't run through or into nearby buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.**
   - **If you are in a moving vehicle, stop quickly and safely and stay in the vehicle until the shaking stops.**
   - **When all shaking stops, everyone should report to the flagpole area. Group leaders should account for all their group members and report to a Camp Arnold staff member.**
   - **If anyone is injured, treat as you are able and seek medical attention as soon as possible. Notify a Camp Arnold staff member as soon as possible.**

Directions to Camp Arnold

FROM SEATTLE:

- I-5 South to 405 North
- From 405 take Hwy. 167 South toward Auburn
- From 167 take Hwy. 512/161 toward Puyallup
- Exit at the South Hill/Hwy. 161 Meridian St. Exit (also Mt. Rainier Exit)
- Turn Left onto 161/Meridian St.
- Follow Meridian St. through Puyallup & Graham
- Travel 1.8 miles past the Kapowsin junction (signal at 304th and Meridian).
- Take Barney Larsen Road (straight) off Meridian (which veers to left). Go straight into Camp Arnold (Camp Arnold is between mileposts 12 – 11).

FROM TACOMA:

- South to Hwy. 512 East
- Exit at the South Hill/Hwy. 161 Meridian St. Exit (also Mt. Rainier Exit)
- Turn Right onto 161/Meridian St.
- Follow Meridian St. through Puyallup & Graham
- Travel 1.8 miles past the Kapowsin junction (signal at 304th & Meridian)
- Take Barney Larsen Road (straight) off Hwy. 161/Meridian (which veers to left). Go straight into Camp Arnold (Camp Arnold is between mileposts 12 – 11).

FROM OLYMPIA:

- Take I-5 North to Marvin Rd. /510 Southeast
- Continue on 510 through Yelm
- Turn right (east) onto Hwy. 702 at McKenna
- Follow Hwy. 702 to Hwy. 7 Mountain Hwy. turn left
- Turn right onto 304th (Kapowsin Hwy.) and follow 2 miles to Webster Rd. East.
- Turn right onto Webster Rd. East (feed store on the corner)
- Follow Webster Rd. East 2.4 miles - Camp Arnold is on the right
  (If you reach Hwy. 161/Meridian you have gone too far)