



West River Center - 2026 Outdoor Event Information

BALTIMORE WASHINGTON CONFERENCE - UNITED METHODIST CHURCH

P.O. BOX 429 CHURCHTON, MD 20733

PHONE & FAX (410) 867- 0991

EMAIL admin@bwccampsandretreats.com

WEB SITE www.westrivercenter.org

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, deposit.** Contact the West River office if you have any questions. Please be sure that all participants are familiar with the information here.

RESERVATION INFORMATION:

NEW! Reservations for outdoor events are taken on a first-come, first-served basis and the reservation calendar opens January for that calendar year for only UM Churches. We will give our own constituency a chance to book first. After 30 days, any remaining open dates can be booked by the public.

SATURDAYS ONLY
mid-June to mid-August
Access to the site at 10am – 6pm
Up to 150 guests maximum
\$350 Day Rate

Rental Includes:

- Pavilion Area
- 12-15 Outdoor picnic tables
- 1 charcoal grill (*charcoal not provided*)
- access to electricity and water
- Bathroom access at the pool bathhouse
- Free Parking for guests (approximately 80 parking spaces on site)

Additional Fees		
2-Hours at Pool	\$300	Lifeguards are provided. Specific times for pool to be open must be scheduled in advance.
Extra pool time	\$100 / per hour	
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	\$350 flat rate fee	Ehlers hall offers air-conditioned space with tables/chairs and additional bathrooms.

Outside Vendors – INFLATABLES/MOON BOUNCES/TEMPORARY CLIMBING STRUCTURES 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, it 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 on 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. Once arrived, contact the staff person on duty (contact info posted at the office). **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.**

In the event of inclement weather (e.g. thunderstorm or heavy rain), the pool will be closed immediately. No one will be allowed to remain in the pool enclosure during the time that the pool is closed. Lifeguards will notify the group if/when the pool reopens. In the event of a thunderstorm, the pool will not reopen until there has been no thunder/lightning for 30 minutes. There is no refund for pool time lost for inclement weather.

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. We do not offer any staff-led activities for outdoor groups due to summer staff schedules.

Food: Groups should plan to provide all their own food. There is a charcoal grill at the pavilion for groups to use, charcoal not provided. There is no access to refrigerator/freezer/ice on site. Some groups bring in their own gas grill, that is allowed but must remain on paved surface area and not on the grass or under the pavilion. Any cooking apparatus must be maintained by an adult at all times of use.

Fishing: Guests can bring their own gear and enjoy fishing from the shoreline and piers. A Chesapeake Bay fishing License is required for fishing. A fishing license may be obtained at most local bait and tackle shops. All Maryland Fishing Regulations must be followed. **We practice catch and release only.** Anglers can reduce injuries or deaths to osprey and other wildlife by simply disposing of their broken lines, lures and hooks in trash containers. Fishing is **NOT allowed** in the pond behind the Nature Center.

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 on site.

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 by time of event. 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 homeowner's insurance if they will put together a specific rider for the event.

Deposit/Payments

Deposit(s) are due by state deadline(s) along with signed contract, Certificate of Insurance (COI) and any additional required addendum(s) to secure reservation. Deposits are non-refundable and non-transferable; deposits are applied to the final bill at time of event.

The deposit structure is typically 50% of the fee due within 3 weeks of booking; and the remaining 50% due at time of event. If you are booking the event within 30 days of the event date, we will ask for 50% deposit within 7 days of booking. All credit card payments will have a 3% processing fee added on. Payments will show as BWCUMC.