

Camp Washington Ranch
18 Rattlesnake Springs Road
Carlsbad, NM 88220
575.785.2228
Fax: 575.785.2162

Welcome to Camp Washington Ranch, your oasis in the desert. We hope you enjoy our grounds, the spring-fed ponds, the shade of our tall Cottonwood trees, and abundant wildlife. Take time to explore, relax, and enjoy all we have to offer.

While here please be respectful of the wildlife and the residents located in the large buildings on the north end of the property. We hope your stay at Camp Washington Ranch is enjoyable! Please observe the following check-out procedure. Don't forget to fill out the survey to help us improve yours and future guest's experiences.

If you have any issues during your stay please feel free to contact anyone of the staff members below.

Check Out

- Check out time is 11:00 AM (*unless negotiated differently*)
- Please bring to our attention any areas of dissatisfaction
- Pick up any trash from dorms; under beds, off floor, and in the bathrooms
- Set trash sacks, tied shut, outside your Dorm, Cabin or Motel door
- If any furniture was moved during your stay, return it to the original location
- Turn off all lights, fans, and AC/Heater
- Shut all windows
- Turn your keys in to the main office

Staff

Camp Director
Chad Ingram
575.725.9121

Function Specialist
Pat Magby
575.302.7281

Maintenance Supervisor
Jae Walker
575.302.5294

EMERGENCY NUMBERS

Ambulance, Police or Fire: 911
Ranch Office: 575.785.2228
Sheriff: 575.887.7551
NM State Police: 575.885.3127

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Price List

Weddings			
Includes 3-day use of Lawn, Atrium, Conference Center and Restrooms. Bridal Suite and Motel Rooms A & B for two nights	\$2500		
One Day Wedding	\$1500		
<i>Optional: staff set up and clean up</i>	\$1000		
Meetings, Seminars, and Trainings	1 Day	2 Days	3+ Days
Conference Center <i>includes kitchen</i>	\$500	\$600	\$700
Atrium	\$500	\$600	\$700
Dining hall	\$500	\$600	\$700
Dorm Rooms (10 people per dorm)	Per night	Per Month	
Dorm Rooms	\$175		
Overnight Accommodations	Per Night	Per Month	
Motel Room A <i>Queen bed with split bath</i>	\$95		
Motel Room B <i>Queen bed with split bath</i>	\$95		
Motel Room C (Bridal Suite) <i>king bed, private bath</i>	\$125		
Efficiency Apartment <i>2 twin beds, full size futon, microwave, hotplate and full size refrigerator</i>	\$100	\$700	
Wrangler Cabin <i>2 twin beds, small refrigerator and microwave</i>	\$115		
Rustler Cabin <i>1 full bed & full Kitchen</i>	\$125	\$800	
Vaquero Bunk House <i>6 twins, full kitchen & laundry</i>	\$150	\$1,500	
RV Space <i>Water, 30 amp and sewer are included.</i>	\$30 per night	\$650	
Tent Camping (cost is per tent)	\$10 per night		

Picnics and Outdoor Parties			
Picnics (10 hours)	\$175 under 100 people	\$225 over 100	
Food			
\$8.75 for breakfast, \$10.25 for lunch, \$12.25 for dinner, or \$30 per person, per day.			
15 person minimum. \$50 daily fee for parties less than 15			
Sack lunches available for off-site trips			
Custom menus are available for an additional fee			
Deposits			
<i>Required to hold any booking</i>			
<i>2 month cancelation notice for weddings</i>			
<i>1 month notice for all other events</i>			
<i>Will be mailed 2 weeks after end of event</i>			
<i>Any damages to the property will be retained as repairs costs</i>			
Wedding	\$500		
Atrium, Conference Center, Dining Hall, and Dorms	\$500		
Picnics, Outdoor Events, and Campers	\$100		
Additional Cost			
Alcohol Fee- This is not a refundable fee.	Additional \$200 to any event		
<i>All events have a 1:00 PM check-in and 11:00 PM check out</i>			

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Amenities

- 7 dorms, accommodating up to 70 people
- 1 Efficiency Apartment
- 3 motel rooms
- Conference Center with full kitchen
- Dining hall
- Spacious shaded lawns
- Fishing ponds
- Expansive covered atrium with exotic plants
- Food service available
- 2 separate patios
- Basketball/Volleyball court
- 3 RV hook-ups 30 amp single phase
If no RV spot available no other power is provided.
- 2, 1-bedroom cabins
- Bunkhouse
- Paved walking trail
- 170 acres with hiking/jogging trails
- Abundant wildlife
- 5 minutes to Rattlesnake Springs, a premier bird watching location
- 5 minutes to Cottonwood Day-Use area, a fishing and swimming hole
- 7 minutes to White's City
- 15 minutes to Carlsbad Caverns National Park

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Guest Guidelines

- Camp Washington Ranch is first and foremost, a residential and training program facility for individual's with disabilities. **Please remember this is their home and you are a guest.**
- All groups scheduling an event will be required to sign a usage and guest guideline agreement.
- All private residential areas and employee only areas are off limits to guests.
- There is no swimming in the ponds. Boating activities must be approved.
- Adult supervision is required for all children within each group, especially around the ponds and the atrium fountain.
- There is no taking of plants, fish, fruits, or nuts from the Ranch property.
- The flow of water will not be altered from its normal course.
- Climbing on rocks and in trees is prohibited.
- No motorcycles or guns are permitted.
- Horses, pets, etc, must be approved before allowed on grounds.
- All visitors are responsible for properly disposing of all trash and litter.
- No campfires without Camp Washington Ranch staff permission.
- All music and/or excessive noise must have written approval by Camp Director and be curtailed after dark in consideration of the residents and staff.
- All vehicles must stay on established roads and parking areas. No parking or driving on grass.
- The SPEED LIMIT on all Camp Washington Ranch grounds is very restrictive. Please watch for all bicycle riders and pedestrians.
- No rock throwing or bottle breaking.
- Prior permission must be obtained and forms completed before any alcoholic beverages may be brought on the property.
- Damage to any Camp Washington Ranch property will not be tolerated.
- Proper authorities will be notified for laws broken or improper conduct toward staff and/or clients/residents.
- Any violation of the above guidelines may result in termination of any activity with the group or individuals directed to leave the property. No refunds will be given.
- NO SMOKING IN ANY OF THE BUILDINGS AT CAMP WASHINGTON RANCH

PRINT NAME _____

SIGNATURE _____

DATE _____

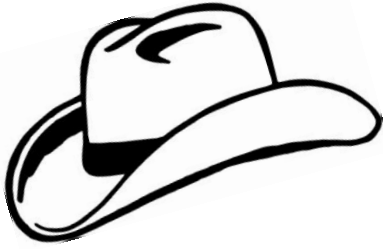
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Event Policies

- If no guaranteed number of event guests is received by two weeks of event, Camp Washington Ranch will prepare for the amount of people estimated from this contract.
- All payments must be made before all events unless prior credit/payment arrangements have been approved.
- Any discrepancies in counts or charges should be identified and resolved before leaving event.
- If an event must be canceled, the deposit will be refunded if we have received notification of the cancellation at least sixty (60) days prior to event for weddings and fourteen (14) days for all other events. If less than sixty (60) days for a wedding and fourteen (14) days for other events deposit will not be returned. If cancellation is received less than ten (10) days prior to event date and meals were scheduled to be prepared, there will be a charge of 50% of meal costs.
- Payment in full is required before all events unless prior credit approval has been made.
- If a change from the original set-up is requested on the day of the event, a labor charge will be added.
- Final menu selections should be submitted two (2) weeks prior to the event to insure the availability of the desired menu items.
- Event guests will be admitted to function and expected to depart at the times stated in contract.
- Camp Washington Ranch will not be responsible for damages or loss of any items left at the Ranch prior to and at the end any event.
- Camp Washington Ranch reserves the right to move events to other locations than listed on the contract without prior notification due to inclement weather or other unforeseen circumstances.
- The customer is responsible and shall reimburse Camp Washington Ranch for any damage, loss or liability incurred by the Ranch by any of the customer's guests or any person or persons or organization contracted by the customer to provide any services or goods during or after the event.
- Any items to be put on any Camp Washington Ranch wall or directional signs to the Ranch must be approved by the Ranch Director and taken down before leaving.
- All prices are subject to change with notification when possible.
- All pets on the property must have prior approval. An additional charge may apply.
- Any violation of these policies and procedures can result in dismissal from the property without refund. Event Policies are available on request and are posted at several locations around the Ranch
- Camp Washington Ranch shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, government regulations, non availability of food, beverages or supplies, national emergencies and acts of God and caused whether enumerated herein or not, which are beyond reasonable control of Camp Washington Ranch.

PRINT NAME _____

SIGNATURE _____



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Informed Consent of Alcohol Usage

Any person, group, company or organization using CAMP WASHINGTON RANCH headquarters, ground or facilities must sign an alcohol informed consent form if such person, group, company or organization is considering the consumption of alcohol on CARC INC. CAMP WASHINGTON RANCH property.

WHEREAS, the undersigned (the "Applicant") wishes to be allowed use of CARC INC. CAMP WASHINGTON RANCH HEADQUARTERS, FACILITIES OR GROUNDS to be organized and conducted by:

And in consideration of CARC INC. CAMP WASHINGTON RANCH allowing the Applicant to access and/or use the headquarters, facilities or ground the undersigned acknowledges that - in addition to taking all the responsibilities for all reasonable precautions for the supervision and/or care of Applicant's person, group, company, or organization - a CARC INC. CAMP WASHINGTON RANCH staff member may, at his or her discretion, make any judgment call for redirection concerning out-of-control persons. These decisions will be final and binding.

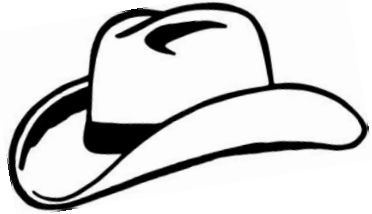
The undersigned assumes all of the ordinary risks normally incidental to the nature of the use of alcohol, including risks that are not specifically foreseeable

The undersigned Applicant hereby releases any and all rights or claims for damages against CARC INC. CAMP WASHINGTON RANCH, its faculty and from all liability of any nature for any and all injuries, loss or damage suffered by applicant agency/group and all their participants from, or in any connected with, these injuries.

SIGNED THIS _____ DAY
OF _____ YEAR _____
APPLICANT (PRINT) _____

SIGNATURE _____
WITNESS _____

EMERGENCY CONTACT
INFORMATION _____



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Customer Satisfaction Survey

Comments can be made on the back of sheet if more room is needed

1. How did you hear about us?
2. What did you like most about the Ranch?
3. What did you dislike about the Ranch?
4. Was staff friendly, helpful, and available?
5. If you were provided meals, were they satisfactory?
6. How clean was the facility?
7. What would you change to make the ranch better for your organization?
8. What should we NOT change?
9. Will you come back and stay with us?
10. Did any one staff members stand out? Why?
11. Would you refer Camp Washington Ranch to your friends and family?

Thank you for completing this survey! We plan on using your responses to make Washington Ranch even better.