



Frequently asked Questions for Conference Organizers

We are a non-profit organization dedicated to connecting youth to the natural world. Our primary focus is field science programs for school groups. We also offer family and adult learning adventures, and professional development for teachers and outdoor professionals. Our conference, event and wedding business help fund our mission related programs. By choosing to host this conference or event on our campus, you are also supporting our mission to connect youth to the natural world! Thank you!

How will payment and logistics planning work?

As the conference or event organizer, you contract with NatureBridge for meals, lodging and event space. We require a 25% deposit to confirm the reservation. The remaining payment and projected attendee numbers are due 30 days prior to your conference or event.

We purchase our food as needed, and as an environmental education center, teach the importance of leaving low or zero food waste. Therefore, accuracy is important to ensure we have an appropriate amount of food available for you and your guests.

All preparation for your event occurs via our **Program Team** and the conference or event organizer. Plan to schedule a call with the Program Team soon after we receive your contract / deposit.

We typically contact you about a month before the event to finalize your event plan, but you are welcome to contact the **Program Team** with questions at any time.

Insurance

We require all conference & event groups to provide proof of Additionally Insured Liability Insurance. It must be in the minimum amount of \$1 million, and obtained through your current auto, renters, or homeowner's insurance company, (or there are Insurance Service Companies available on the web.)

Please use the following language (#8 in your contract):

The [conference group] agrees to indemnify and hold harmless NatureBridge, its officers, agents and employees from any and all claims resulting from loss, damage, liability or injury caused by, or arising out of, or in any way connected with the activities of [conference group] on the campuses' property or the exercise by the [conference group] of the privileges granted herein.

You **MUST HAVE** this insurance before hosting your event on our campus!

Who handles guest check in or initial arrival?

It is the responsibility of the conference or event organizer to assign rooms, greet, and check in guests.

We will let you know which specific cabins are available for your guests, and provide you with a campus map and a cabin assignment sheet to help think through these arrangements.

Meeting Space

We will assign appropriate meeting space to best accommodate the specific conference or event and any other programs running on our campus. Please be prepared to bring your own stands, easels, tape, or stick pins.

Do you provide set up and clean up?

Our staff will arrange your meeting space for you in a pre-arranged format prior to your first day.

Please let your guests know that they will be responsible for bussing their own dishes after each meal.



NatureBridge provides a host who will be onsite during the entire event. This person will be your primary contact during the event, and is a liaison to kitchen and facility staff.

We will clean shared spaces daily, but do not typically clean rooms inside the cabins until guests depart and we are preparing for the next visitors.

Meals

We provide three meals for each overnight stay, plus snacks in the morning and evening. Our meals are served via buffet line inside Rosemary Inn's Dining Room.

Alcohol

No alcohol is permitted when student groups are on campus. Please check with the Program Team to determine whether student groups will be on campus during your conference or event. Our neighbor, Lake Crescent Lodge, is open from April through October, and has a full bar available to the public.

Lodging

Between our standard dormitory style cabins and our historic cabins, we have enough lodging on campus for approximately 70 (an average of two to a room) to 150 people (if all bunks are used) (~200 beds total including upper bunks). Typically, we assign cabins based on double occupancy of rooms. We do offer single upgrades for an additional fee, but be sure to communicate these needs soon.

You are responsible for assigning guests to specific rooms. Please be sure to let them know that they are responsible for keeping their rooms neat and clean during their stay. We do not provide individual room keys for guests. If guests are concerned about their personal effects or valuables, they should plan to lock them in their car. We are not responsible for the safety of their valuables.

Can our guests pitch their tents or park their RV's on campus or in the parking area?

Unfortunately, Olympic National Park only allows camping in designated areas. Our campus is not a designated camping area. The closest [campgrounds](#) are [Fairholme Campground](#) (approximately six – eight miles west of campus on Hwy 101), [Shadow Mountain](#) (approximately six – eight miles east of campus on Hwy 101), and [Log Cabin Resort](#) campground (approximately eight miles from campus on East Beach Road.)

Can we bring our pets?

Unfortunately, our campus does not allow pets in any of the buildings. Dogs can be on leash on our campus and on certain designated trails, but none of the major trails.