

Contact Information

Once you arrive to the Koret Center, push the “Call” button on the entrance gate call box to alert Camp Newman staff of your arrival. If the gate is open when you arrive, follow the road up and to your left. Follow signs to the office inside the Welcome Center. Our Camp Newman Retreat Host or staff member will be waiting to welcome you.

Group leaders will be given a radio to communicate with Camp Newman staff for the duration of your group’s stay. The radio will need to stay on **Channel 1**. Please remember to charge your radio each night of your stay. When calling, hold the large button on the left side and call for "Newman Staff".

Staff Hours

Camp Newman staff will be readily available between the hours of 8:00am – 10:00pm. For overnight emergencies, or items that cannot wait until the morning, our on-call staff will be available after hours via the radio.

Guest Wi-Fi

Wi-Fi is available at Newman! Signs containing the network and password will be out in the dining hall and offices. If you would like your participants to NOT have access, please let the Newman team know before your arrival.

Parking

Parking is only available in designated spaces and there are a limited number of spaces on main campus. Once all main campus spaces are full, guests will need to use our parking lot located in our back county. There are signs for directing cars. Our staff can be available to help shuttle participants back to main camp. Contact Camp Newman staff for more details.

Guest Room Check-in and Checkout

Our standard check-in and checkout times are as follows:

Retreat Leader Check-In: 2:00pm

Guest Check-In: 4:00pm

Group Checkout: 1:00pm

Late checkouts are granted based on availability and must be communicated by the group leader in advance. If a late checkout is requested, please coordinate with Camp Newman staff at least 2-weeks in advance of your event as additional charges may apply.

Event Setup and Take-Down

Standard meetings and retreats are given up to 2 hours of setup time prior to your event, and up to 2 hours of takedown time at the end of your event.

If more time is needed, please coordinate with Camp Newman staff at least 2-weeks in advance of your event as additional charges may apply.

Meeting Room Access and Clean Up

Meeting room locations are unlocked according to the contracted areas of use specified in your contract.

We ask that guests clean up any meeting, recreation, and/or lounge spaces after each use. Please remind your guests to put trash in the proper receptacles, move furniture back to its original place (if it was moved), and take all personal belongings with you when you are finished using one of our retreat spaces. Thanks to you and your guests for your help!

Audio/Visual

Many spaces on site are set with plug and play Audio/Visual. All Audio/Visual requests must be arranged in advance of your meeting/retreat. If you need AV assistance while on-site, please call the Camp Newman staff on the radio during regular operating hours.

Groups may also bring their own A/V equipment or select a vendor of choice. Please communicate this information with the Camp Newman staff in advance of your group’s arrival. The Koret Center reserves the right to approve equipment and equipment providers.

Dining Center Use

We welcome and encourage groups to use the Dining Commons seating area as a gathering space during your time with us. Please understand that our kitchen area is strictly **off limits** to **ALL** group leaders, attendees, and guests.

Smoke-Free and Alcohol-Free Facility

Camp Newman is a smoke-free and alcohol-free facility. Alcohol is only permitted for select events when prior approval is given by the Retreat Center Director. Please contact Camp Newman staff with any questions. **All** events must adhere to the alcohol guidelines. Guests who do not comply may be asked to leave the premises and/or additional charges may apply.

Koret Conference Center at Camp Newman 2022 Information and Services – Group Leaders

GUEST SAFETY AND SECURITY

The health and safety of our guests is of utmost importance to the entire URJ Camp Newman team. The following safety information is provided for the benefit of you and your guests.

Trail Safety

When hiking our trails and roads, please ensure everyone stays on the designated paths. There is poison oak in areas of camp so staying on paths help guests avoid it. Some trails have not been cleared of dead trees and debris and are marked by orange cones. Guests must NOT go past these barriers.

If you see a rattlesnake, do NOT try to move it on your own. Please communicate to Camp Newman staff who can assist with its removal.

First Aid

Groups are required to bring their own medical supplies. There is a small first-aid kit located in the dining hall as well as AEDs located throughout the property should the need arise.

For any youth groups, medication for minor participants should be collected by group leaders and locked in a secure location. Newman staff can provide a lockable room to keep prescription medication.

Evacuation and Emergency Procedures

Please listen for the following signals in the event of an emergency:

- **Fire Alarms & Honking Car Horns in more remote locations (repeated and sustained): Assembly with possible evacuation**
- **Airhorn: Shelter In-Place**

In the case of an Assembly, all guests are to assemble at the lower field to be accounted for and await instructions. The secondary assembly location if the lower field is unusable is the dining commons. Newman staff will alert you if the secondary location must be used.

In the case of a Shelter In-Place, move to a room with a door (lockable if possible) and few to no windows. Turn off lights and hide from view. **There is no all-clear signal for Shelter In-Place. Police officers will come through and clear all spaces.**

In an emergency, please call 911 and provide the address and building number of the emergency. **Immediately after**, please inform a Newman staff member.

Address: 4088 Porter Creek Rd., Santa Rosa, CA 95404

