

## Wesley Woods Conference Center

250 Stam St., Williams Bay, WI 53191

P: (262)245-6631, F: (262)245-6649

wesleywoods@niccamp.org, www.niccamp.org

---

## Wesley Woods Amenities

We are glad that you are here and we thank you for the opportunity to serve you! Please come to the Wesley Woods Office to let us know how we can help to serve you better. The Wesley Woods Office is the first one on the Left. A sign is placed on the Office door when the Staff is somewhere else on the grounds. The following information gives some details on the services that are available to you and your group.

**Athletic Equipment** - Basketballs, Volleyballs, Footballs, Soccer balls, Kick balls, Frisbees, and Horseshoes are available in the Office for your group to check out. During the summer, the Archery Range is available with basic staff instruction and adult supervision needed. During the winter, we have saucers available for sledding.

**Audio/Visual Equipment** - Wesley Woods has 2 overhead projectors in the office and are available for group use. Each building has its own TV/VCR. An easel stand is also in each building and pads of paper can be purchased through the Office. Projectors are available for \$15 a day or \$25 a weekend.

**Boats** - From mid May to September, a Pontoon Boat is available for tours of Geneva Lake. See fee schedule tab for prices; there is a minimum of 2 people and a maximum of 14 people per ride. Canoes are also available at a nominal cost. Please check with the waterfront staff or Wesley Woods Office before using any boat.

**Camp Store** - The Camp Store is located inside the porch of the Wesley Dining Hall. It is open daily after lunch. If meals are not served, it is open from 12:30 to 1:00 pm. If additional hours are needed, please let the Office know. A wide variety of hand crafted souvenirs are available along with T-shirts, sweatshirts, hats, shorts and candy.

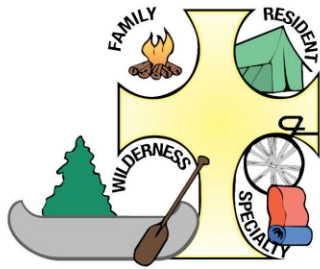
**Campfires** - We have four sites available in varying sizes. We offer a six-log bundle for \$5 or \$1 per log. Campfire locations and times need to be reserved through the office prior to your visit.

**Cashier** - If during your stay, you need any change please stop by the Wesley Woods Office.

**Copy Service** - The Wesley Woods Office can make copies for you and your group. A donation is asked to cover the costs.

**Fax Service** - If during your stay, you need to send a fax, please stop by the Office and we will be glad to send your fax for you. A donation is asked to cover the cost of the fax.

**First Aid** - If you or anyone in your group is in need of any first aid assistance, please notify the Wesley Woods Office immediately. The site staff is trained in First Aid and CPR.



# Wesley Woods Conference Center

250 Stam St., Williams Bay, WI 53191

P: (262)245-6631, F: (262)245-6649

wesleywoods@niccamp.org, www.niccamp.org

---

**Food Service** - Our Food Service is available year-round with advance reservations. The hours of operation are as follows:

Breakfast starts at 8:00 am

Lunch starts at Noon

Dinner starts at 5:30 pm

We ask that groups arrive on time, so that we can make sure that you have plenty of hot food and host you in the best way we know. If you need to adjust meal times, please let the Office know as soon as possible. Snacks are also available year-round. Please let the Office know if you would like any snacks.

**Ice** - Bagged ice is available from the Wesley Dining Hall for \$1.25 a bag. Please see any of the Food Service Staff to get ice.

**Linens** - We have linens available to you for \$7 a set. We ask that reservations be made before your arrival so that we can have your linens ready. Linens consist of a blanket, pillow, pillow case, flat sheet, fitted sheet, 2 towels and a washcloth. If you need any of these items, please come to the Office. If you have left any of these items at home, please stop by the Office and we will get you any of these items.

**Lost & Found** - Any items found are brought up to the Office.

**Luggage Carts** - To help you carry your items to your building, we have 6 luggage carts available for your use. They are located next to the Welcome Sign across from Bishop House. Please do not let children ride in them. Please return the luggage carts after you are done with them for the next guest.

**Mail** - Mail can be dropped off at the Office and we will place it in our mailbox. Stamps are also available for purchase in the Office.

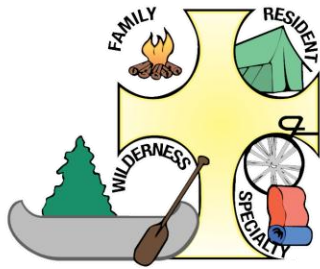
**Messages & Calls** - The Office phone is answered 24 hours a day when guests are present at Wesley Woods. A message can be left on our answering machine 24/7. We will deliver any messages to you as soon as possible. Wesley Woods does not have a pay phone.

**Night Duty Staff** - From the 3rd Sunday in June to the 3rd Saturday of August, a site staff member will be on duty from 8 pm to 8 am in Bishop House. They can help with any problems that you may have. The rest of the year, if you need help come to the office.

**Outdoor Chapel** - We have an outdoor chapel area up on the hill with a great view of the lake for no charge. Can seat a large group. Reserve through the office.

**Pop Machines** - There is a pop machine inside the porch of the Wesley Dining Hall and in the front entry of Stone Lodge.

**Quiet Hours** - As a courtesy to our other guests, quiet hours start at 11:00 pm and end at 7 am.



# Wesley Woods Conference Center

250 Stam St., Williams Bay, WI 53191

P: (262)245-6631, F: (262)245-6649

wesleywoods@niccamp.org, www.niccamp.org

---

**Recreational Amenities** – Wesley Woods offers multiple recreational amenities, including: boating, tubing, archery, horseshoes, volleyball, playgrounds, prayer walk, basketball, a beach, and more!

**Reservation Policies** - Reservations for the next year can be made during your stay for the year round buildings. Any of the year round buildings can be reserved 1 calendar year in advance at the Office. Reservations for the cabins can be made after February 15th.

**Sanitary Napkins** - If you need any of these products, please seek any of the Wesley Woods staff. We have a variety of products available for you.

**Team Building Course** - The Team Building Course is available to any group making a reservation with the Office first. The cost for the Course is \$30 per hour per group. Ideal group size is 10 - 15. Larger groups should be divided into smaller groups. Safety regulations require that one of our facilitators lead any group on the Team Building Course. Please do not let anyone from your group use any of the stations on the Team Building Course without supervision from one of our facilitators.

Please call or e-mail us with any inquiries.

Thank you,



*Jeff Fry*, Wesley Woods Conference Center Site Director