

WIKI for HR

## **Lodging Options at Camp Casey for Full-time Faculty & Staff**

There are three ways SPU full-time faculty and staff can make reservations at Camp Casey and the Fort Casey Inn.

- 1) Faculty-Staff House Lottery
- 2) Discounted faculty-staff rates for other Camp Casey buildings, last-minute stays, and the campground
- 3) Discounted faculty-staff rates at the Fort Casey Inn

*If you are an adjunct faculty member or part-time, you may participate in numbers 2 and 3.*



### **Section 1: Faculty/Staff House East & West**

#### **About the Units**

Two units at Camp Casey Conference Center on Whidbey Island are available for the personal use of regular full-time faculty and staff members. Faculty/Staff House East and West are turn-of-the-century units that were once part of the coastal military fortress known as Fort Casey. Each unit offers four bedrooms that can accommodate up to 10 people, as well as a full kitchen, living room, dining room, and bathroom. You can view the layout of faculty house at the end of this document

#### **Reservation Process for Faculty/Staff House**

Reservations for Faculty/Staff House units are made through three annual lotteries in March, May, and October (see details below). For the May and October lotteries, the process is a random selection. For the March lottery, which assigns summer reservations, faculty/staff seniority is taken into account.

Link for reservation:

[https://spu.formstack.com/forms/casey\\_res](https://spu.formstack.com/forms/casey_res)

**March Lottery:** assigns dates for summer (from the Monday after graduation through the first day of fall classes). Date submissions are due in March, with reservation assignments sent out in late March and payments often due by April 30.

**May Lottery:** assigns dates for fall (from the Monday school begins in September, through the Monday school begins in January). Date submissions are due in May, with reservation assignments sent out in early June and payments often due by July 1.

**October Lottery:** assigns dates for winter and spring (from the Monday school begins in January, through the Monday after graduation in June). Date submissions are due in

October, with reservation assignments sent out in late October and payment often due by November 30.

## **Detailed Faculty/Staff House Policies**

### **1. Reservations:**

During the academic-year, reservations are handled independently from uses during the summer period. Academic-year stays are awarded based on a lottery system. All requestors are assigned a number and become eligible for the draw once the application is submitted to the Casey Office. Numbers are drawn at random and assigned based on the requestors' top five choices and availability.

Summer scheduling is done on a point system based on years of SPU service and previous summer stays at Casey. Academic-year stays do not take away eligibility points for summer stays.

For both season, a waiting list is developed from the requests that are left over after all available stay periods are offered. Camp Casey will inform all faculty and staff on the waiting list via email if a vacancy arises.

### **2. Booking Fees:**

The non-refundable reservation payment is called the "booking fee." The rate is \$25 per night, with a two night minimum and seven night maximum. The booking fee payment is required to confirm the reservation and is due within two weeks of receiving the contract.

### **3. Contract:**

On the contract, specify which nights are desired for your stay. Once those dates have been confirmed, if there are open days within that week, they will be offered to the next employee on the waiting list.

### **4. Cancellation:**

After the reservation has been confirmed, if a cancellation is requested, the booking fee will be forfeited. The booking fee may not be transferred from one use period to the next, or to another employee. The stay that was cancelled will be offered to those on the waiting list for that period. The funds go toward the on-going maintenance of the houses and are subsidized in addition to the booking fee from SPU.

### **5. Eligibility:**

Full-time, regular faculty and staff (as verified by Human Resources records regularly) are eligible for stays based on availability. Only personal, vacation use of Camp Casey Houses is allowed under this policy. The full-time faculty or staff person or his/her spouse must be present with the party using the house at Camp Casey. The rental rate is the standard, non-profit group, or SPU ID rate for

each specific building at Camp Casey. Please contact the Camp Casey office for details or a tour.

**6. Use Policies:**

All faculty and staff visitors to Camp Casey must abide by the use and conduct policies of SPU and Camp Casey Conference Center. Failure to abide by the established policies or procedures, including proper care and cleaning of the house, may result in the forfeiture of future uses or additional charges. All use and conduct policies will be outlined in the contract. Signing the contract signifies your understanding of these policies and procedures.

## **Section 2: Additional Rental Options for Current Full-time and Part-time Faculty & Staff**

There are three other ways for faculty and staff to reserve buildings Camp Casey for personal use. Please call for availability, and note that payment must be made at the time of booking.

1. Reservations can be made in advance for any building(s) at Camp Casey, as available. Please contact the Camp Casey Office for the current rate. Charges apply to anyone 4 years old and up. The nightly billable minimum (i.e. the minimum number of people for which you will be billed, even if there are fewer people staying the night) in a Staff Quarters is 4, in the Firehall it is 6, in the Alumni House it is 10, in the Quartermaster's it is 16. These are the smallest buildings at Camp Casey and most often used for faculty/staff rentals. There are descriptions/floor plans/pictures of each of these buildings on the [website](#). The Faculty/Staff House may be available for mid-week rentals, especially during the academic year.
2. Faculty and staff may also reserve buildings at Camp Casey for a last-minute discounted rate. Two weeks prior to the dates you would like to reserve, call the Camp Casey office to check last minute availability of the Alumni House, Firehall or Staff Quarters. If one of these accommodations are available, full-time faculty/staff may rent it for personal use, often at a discounted rate. Please contact the Camp Casey Office for current rate information. There is normally a 2-night minimum.
3. Faculty and staff may reserve available sites at the campground, which is open mid-April – September. Each of the 25 sites can accommodate a maximum of eight people. There is a limit of two tents or one tent and one RV per site. Each site has a fire ring and a picnic table; water and electricity are available. Public restrooms with showers are available in the campground. Sites rent for per night. Please contact the Camp Casey Office for the current rate.

### **Section 3: Faculty/Staff Rates at the Fort Casey Inn**

Faculty and staff members may rent a unit at Fort Casey Inn (two-bedroom duplex) for personal use, often at a discounted rate per unit per night. The Fort Casey Inn is a for-profit business operated by SPU, so policies differ slightly from Camp Casey. Also, please note that the faculty/staff rate only applies to units in which the faculty/staff member is staying; one faculty/staff member cannot reserve multiple units at the discounted rate, unless there are other faculty/staff members who will be staying in the additional units. Please contact the Camp Casey Office for the current rate.

Please visit the [Fort Casey Inn](#) to see pictures and/or make a reservation. If you make an online reservation, please comment in the notes section that you are a current employee of SPU and we will apply the discount.

## **FAQ's Faculty Houses**

*Is bedding provided?* No, linens are not provided, this includes blankets and pillows. Camp Casey can provide these with notice one week prior to your arrival. A linen packet includes a sheet set, hand and bath towel, pillow, blanket. Please contact the Camp Casey Office for the current rate.

*Can I rent a firepit?* Yes, firepit rentals are available the week of your arrival. The rate includes 12 sticks of firewood. The rental is not weather dependent. Give the office a call to reserve and make payment. Please contact the Camp Casey Office for the current rate.

*Is there a TV or DVD player?* Yes, there is a TV, DVD player and cable television.

*Is Wi-Fi available?* Yes, Wi-Fi is available, but it is satellite provided and not guaranteed. It is often overwhelmed and slow when many people are at Camp Casey. The office has a more reliable connection. Computers with direct internet access are available in the Camp Casey office during regular office hours.

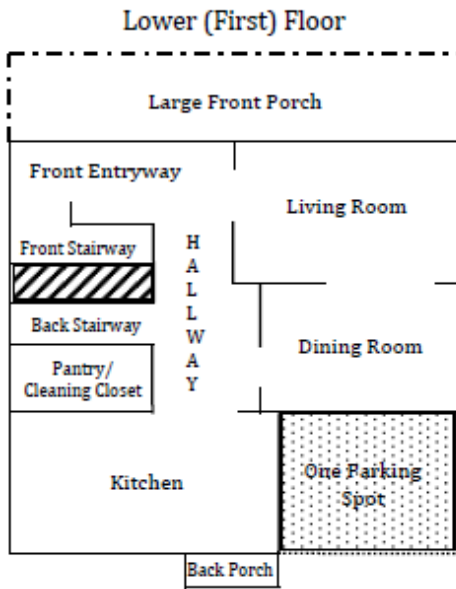
*Are pets allowed?* Pets are not allowed overnight at Camp Casey or in any of the buildings.

*Is there a grill?* Yes, there is a standard park style charcoal grill available outside each house. Additionally there is a picnic table.

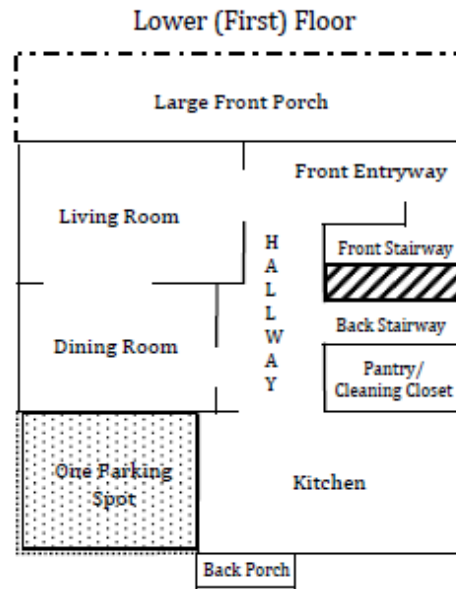
*Can I use the fireplace?* Yes, the fireplace can be used with duraflame logs only. Camp Casey will provide two.

# Faculty House Building Lay-out

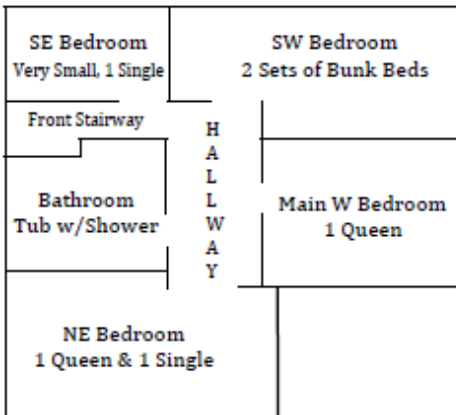
**Faculty House East**  
(Located opposite of the beach)



**Faculty House West**  
(Located on the "beach" side)



**Upper (Second) Floor**



**Upper (Second) Floor**

