

WESTMINSTER RETREAT

Westminster Retreat is located in the East Bay in the San Ramon Valley, four miles south of Walnut Creek. Originally built as a private estate in 1928, its two facilities, the Manor and the Lodge, provide overnight and day-use accommodations for groups of 12-50 adults. Conveniently on the edge of a residential area, the estate is set back near the hills on **8 acres** of land so the feeling is one of seclusion. In addition to a pool, a meditation garden, and a volleyball area, Westminster shares its backyard with Las Trampas Regional Wilderness Area, providing miles of hiking trails. The Presbytery of San Francisco owns Westminster.

The Manor and the Lodge provide separate facilities for two adult groups. They are set on beautiful grounds with informal gardens, large sprawling oaks, and a variety of other trees. Both houses can take persons with disabilities. The meditation garden near the Lodge has bench seating by the pond. A picnic area near the creek has eight picnic tables. A well-lit paved path joins the Manor and the Lodge.

LODGING: Total of 50 adults (no children)

The Manor: 30 persons in 8 rooms (all on the 2nd floor)

2 bedrooms	(4 beds each)
3 bedrooms	(2 beds each)
1 bedroom	(3 beds)
1 bedroom	(5 beds)
1 bedroom	(8 beds)

The Manor has comfortable bedrooms on the second floor, and a dining room and well-appointed meeting room on the first floor. Outside there are patio tables that overlook a lawn and an arbor.

Bathrooms: Four bathrooms connect the bedrooms on the second floor. Each has ceramic tile with 1 tub/shower, 1 sink and 1 toilet. There is a full bath on the first floor. Fireplaces in the bedrooms are not used.

The Lodge: 20 persons in 7 rooms (1st and 2nd floor)

3 bedrooms	(2 beds each on 1 st floor)
2 bedrooms	(2 beds each on 2 nd floor)
2 bedrooms	(5 beds each on 2 nd floor)

The first floor contains two rooms with 1/2 doors and walls (curtained) with 2 beds each. There is also a completely enclosed bedroom that sleeps 2 persons. This was once a deluxe stable that was remodeled in the 1960's.

Bathrooms: Two wheelchair accessible bathrooms on the 1st floor, each with 1 shower, 1 sink, and 1 toilet.

The 2nd floor bathroom has 2 showers, 2 sinks, and 2 toilets.

DINING:

The Manor's **main dining room** seats 36 comfortably, but can squeeze up to 42 persons. Meals are served family style. The room has a beautiful

hardwood floor, redwood paneling, and bay windows. The fireplace is not used.

The Manor's **smaller dining/meeting room** (formerly the Library) can hold up to 20. This room is for groups using the Lodge, or for dining overflow from exclusive use or large day use groups. The fireplace is not used. This room can also be used as a handicapped accessible bedroom and it is next to the bathroom.

MEETING: **The Manor:** The living room (25'x35') of the Manor has a day-use capacity of 35 to 40 comfortably, but it can hold up to 50 if chairs are arranged theater style. There are 20 conference style chairs, 8 conference tables, and several comfortable couches and oversized chairs. If necessary, additional chairs from dining room are available. The meeting space has a fireplace, chairs, small tables and a piano. Flip charts, easels, a podium, an overhead projector, a pull-down screen, and a DVD/VCR/TV are available. There is a phone in the main hall that can be used for a dial up internet connection.

A handicapped accessible bathroom with a shower, tub, sink, and toilet is located on the first floor.

A foyer outside the meeting room and dining rooms contains a refrigerator stocked with cold drinks, a water cooler, and coffee urns.

There is an enclosed sunroom with a ping-pong table and chairs off of Room #8 (not on the map).

The Lodge: The main floor has an informal living room (25' x 28' = 700 square feet) with a finished brick floor, a Franklin Stove, an area rug, and couches and chairs. Piano is in poor condition and is not tuned.

There are **two breakout rooms:**

1. There's a foyer on the first floor connected to a coffee room. This space has a very comfortable, "kitchen" feel and contains a small refrigerator, microwave, and coffee makers.
2. There is another small meeting room off of the snack room that has 15 padded stacking chairs and additional folding chairs. This room's windows look out onto the hill leading up to the Las Trampas Wilderness Area.
3. **Outdoor meeting/breakout space:** There is a small meeting space just outside the Manor near the parking lot. There are wood benches, in rows, where about 20 people could meet.

RECREATION:

A 75' unheated **swimming pool** is open from the middle of May until the first of October, weather permitting. An adjacent bathhouse provides a unisex changing room for both men and women (3 changing booths with benches) and a toilet, sink, and cold water shower. The Site Director will provide a key for guests. There is no lifeguard.

A **volleyball court** is located across the creek from the pool. Horseshoe pits are located near the pool.

One **ping-pong table** is located on a covered porch on the second floor of the Manor next to a bedroom. Another is in the Lodge in a second meeting room.

Hiking Trails depart from the Retreat into the Las Trampas Regional Park.

A picnic area near the creek has eight picnic tables.

In between the Manor and Lodge is a path and seasonal creek that has **quiet sitting spaces, a brick labyrinth, and a mediation garden.**

MISCELLANEOUS:

- TV/DVD/VCR in the Manor and Lodge always available
- Overhead projector and portable screen available in Lodge
- Overhead projector and pull-down viewing screen in the Manor (attached to the ceiling in the Living Room)
- **There is no air-conditioning**
- There are 30 parking spaces

Guest Phones: Manor - (925) 831-9703
Lodge - (925) 831-9706

Phone jack for dial-up Internet in Manor's small dining room and in Lodge coffee room

Elevation - 800'.

Groups are also welcome to bring their own snacks to put in the refrigerator in the foyer in Manor or snack room in Lodge.

UCCR provides **bedding and linens.** Linens and towels will be changed every few days for week-long groups

Handicapped Accessibility: Up to 6 persons in the Lodge. No more than two persons in the Manor (they will be using the small dining room as a bedroom)

Age Limit: Site Director may elect to book groups with older teenagers (but still under 18) who are fully participating in the program.

Staff Quarters: The Site Director's apartment is adjacent to the Manor. There is also a staff apartment/office in the basement of the Manor. There is a staff apartment on the second floor of the Lodge and a staff room on the first floor of the Lodge with private entrances.