



Preserving our Past, Protecting our Future

P.A.S.S

PFCC ACTIVITIES AND SHARED SERVICES



MEMBER GUIDE TO FACILITIES, SERVICES, ACTIVITIES and EXPECTATIONS

Updated May 1, 2026

SECTION 1	Introduction	Page 2
SECTION 2	Getting Connected	Page 2
2.1	Access to Employees	Page2
2.2	Access to Grounds	Page 2
2.3	Billing Services	Page 3
2.4	Board of Directors	Page 3
2.5	Bylaws	Page 3
2.6	Club Contact Information	Page 3
2.7	Committees	Page 3
2.8	Community Boards	Page 3
2.9	Contact Information	Page 4
2.10	Emergencies	Page 4
2.11	Facebook	Page 4
2.12	Mail Forwarding	Page 4
2.13	Mail Room	Page 4
2.14	Mail Service	Page 4
2.15	Membership ID Cards	Page 4
2.16	Office	Page 4
2.17	Newsletter	Page 4
2.18	Rules and Regulations	Page 5
2.19	Satellite, Cable, Stream Media Service	Page 5
2.20	Telephone / Cell Service	Page 5
2.21	Volunteering	Page 5
2.22	Website	Page 5
2.23	Wi-Fi and Internet Service	Page 5
2.24	Work Parties	Page 5
SECTION 3	FACILITIES and ACTIVITIES	Page 5
3.1	Activities	Page 5
3.2	Bar, Beer Garden and Patio Area	Page 5
3.3	Clubhouse	Page 6
3.4	Comfort Stations	Page 6
3.5	Community Garden	Page 6
3.6	Dog Park	Page 6
3.7	Dump Station	Page 6
3.8	Family Room	Page 7
3.9	Garbage	Page 7
3.10	Gym	Page 7
3.11	Kitchen	Page 7
3.12	Laundry Rooms	Page 7

3.13	Pavilion	Page 8
3.14	Pond	Page 8
3.15	Private Use	Page 8
3.16	Recycling Area	Page 8
3.17	Sauna	Page 8
3.18	Service Animals	Page 8
SECTION 4	RENTALS	Page 9
4.1	Courtesy Sites	Page 9
4.2	Storage Sites	Page 9
SECTION 5	SAFETY	Page 9
5.1	Insurance	Page 9
5.2	Property Protection	Page 9
5.3	Security	Page 9

SECTION 1 INTRODUCTION

Welcome to all our members. The following is your PASS to your successful PFCC experience. Camping is a lifestyle. Enjoy walking and bicycling along our wooded trails, nights absent glaring streetlights, reflection, fishing at our pond, sharing a meal with friends at our pavilion or clubhouse, enjoy the smell and sounds of campfires, treasure our imperfect trees and landscaping, enjoy formal and informal club activities, traverse the grounds in your personalized golf carts, and most of all...enjoy our strong sense of community.

SECTION 2 GETTING CONNECTED

2.1 Access to Employees

- Maintenance ensures safe, clean and maintained grounds and facilities for our campers' enjoyment. Members may utilize maintenance request forms to let staff know of issues for our common use areas requiring attention.
- Office employees provide a variety of services; maintain records and files, ensures important information gets to members and provide a physical presence for our Club business and a link with our members.
- Employees have a regular work schedule. Members are expected to respect their off-work hours and privacy.
- Employees do not provide legal, law enforcement intervention, or emergency services.
- Suspended or terminated members are allowed limited access with approval of the Board of Directors.

2.2 Access to Grounds

- PFCC is a gated community. Access to Pleasant Forest Camping Club is with a security card. The keypad is located outside the main gate.
- Only one (1) gate card per member regardless of the memberships owned. Replacement cards may be re-issued for a fee. Lost card ID numbers will be deactivated. Cards damaged through normal wear and tear are replaced at no cost to the member.
- Members are required to return gate cards to the office when a Membership is sold, transferred or terminated. Prospective Members will be issued gate cards once their membership purchase is approved and complete. Gate cards are not permitted to be transferred between members or loaned to anyone.
- Access to the Club grounds is through the main gate unless a temporary alternative entrance is authorized by the Board of Directors.

- Piggybacking" or tailgating to gain access to grounds is not allowed.
- Suspended or terminated members are allowed limited access with approval of the Board of Directors. Allowing unauthorized gate access to a suspended or terminated member is not permitted.

2.3 Billing Services

For the convenience of our members, the following are billed to the member account, as applicable.

Courtesy Sites	Firewood
Garbage Fees	Gravel
Handling Fees	Mailbox Rental
Mail Forwarding/Postage	Maintenance Charges
Membership Dues	Miscellaneous Fees or Charges
Power Charges	Propane Tank Refills
Storage Sites	

2.4 Board of Directors

The Board of Directors is the elected governing body of PFCC. Their duty is to serve in the best interest of the Club following the Bylaws, Rules and Regulations and Governing documents. You can contact the BOD at pfccboard@gmail.com.

2.5 Bylaws

The Bylaws comprise the Corporation policy document for the management and operation of Pleasant Forest Camping Club through its Board of Directors. In the event there is a conflict between the provisions of the Bylaws and those of the Rules and Regulations, the Bylaw provisions prevail.

2.6 Club Contact Information

- Office Location and Mailing Address: 4922 Puget Rd NE, Olympia, WA 98516
- Phone Number: (360) 489-0182
- Email: pfccclub@gmail.com
- Website: www.pleasantforestcampingclub.org

2.7 Committees

- Committees are a vital part of the operation of the Club. Join a committee, be part of the solutions.
- Access the Compliance Committee for advice and solutions to campsite improvements.
- Utilize the Grievance Committee to resolve issues between yourself and other members.
- Be part of helping us manage our finances on the Budget Committee.
- Got a knack for capital improvement planning? Join our Infrastructure Committee.
- Join our New Membership Committee to be part of increasing our membership.
- Leadership skills? Be part of our Nominating Committee.

2.8 Community Boards

A community board is in the mail room. The board is a place to read the latest news from the Club and find helpful information.

There is also a community board outside of the office and Myrtle comfort station with the monthly newsletter and BOD meeting minutes.

2.9 Contact Information

Maintaining a current primary residency address, mailing address, phone number, name change and emergency contact information yearly is required. This helps us help you.

2.10 Emergencies

Maintenance is on call for emergencies related to campsite or Club facilities or property issues, such as broken water lines, that cannot wait until regular work hours to address. Emergencies regarding personal health matters or natural disasters, including fires, should be made through 911 or other appropriate sources.

2.11 Facebook

PFCC has a Community Page. This is a place for members and employees to chat about PFCC events and day-to-day news. Make sure you don't miss out on upcoming activities, meetings and volunteer opportunities. Chat about club information, the RV life style, member needs and support or any other community information.

2.12 Mail Forwarding

Mail can be forwarded for a fee. Request forms are available in the mailroom.

2.13 Mailroom

- Hours are 7am to 7pm. After hours, you must use your gate card for access.
- Pick up your packages and mail (if you have a mailbox).
- Drop off outgoing packages and mail.
- Find forms such as Campsite Improvement Forms, Volunteer Interest Forms and Guest Passes.
- Copies of the newsletter and member news.

2.14 Mail Service

- Members may rent mailboxes located in the office for an annual fee as they become available. The annual or monthly fee is billed to the member account.
- Mail or packages received in the office for members who do not have a mailbox will be returned to sender.
- Outgoing mail may be deposited in the outgoing mail postal box.
- Members may purchase postage when the office is open.

2.15 Membership ID Cards

Membership includes a PFCC identification card which is used for proof of membership. Members are required to show their Membership ID cards when using Club services if asked.

2.16 Office

- Office employees are available to assist in member services Monday thru Friday from 10am to 3pm.
- Members may make an appointment for services during off hours if needed.
- The office meeting room is for official use only.
- Members may rent mailboxes located in the office for an annual fee as they become available. The annual or monthly fee is billed to the member account.

2.17 Newsletter

Our newsletter is another opportunity to connect and share with others. The newsletter helps keep members informed and announces upcoming activities and events. There are helpful tips and updates on projects. Members may submit items of general membership interest for consideration.

2.18 Rules and Regulations

The procedural document of the Corporation for the use, rights, and restrictions of use for Membership and guests.

2.19 Satellite, Cable, Stream Media Service

Satellite, streaming, or cable service campsites is through an independent provider and not a service provided by the Club.

2.20 Telephone / Cell Service

Landline telephone or mobile cell phone service to campsites is through an independent provider and not a service provided by the Club.

2.21 Volunteering

Volunteering is a great way to meet other members and to provide valuable services for our Club. Opportunities include committees, special projects, activities, and services. Contact the office if you are interested in volunteering.

2.22 Website

Check out our website. You'll find all current Club documents, memberships for sale, activities and member news. Login and password information available through the office.

2.23 Wi-Fi / Internet Service

Internet service to campsites is through independent providers and not provided by the Club. Members have access to the Club internet at the Clubhouse. The login and password information is available through the office.

2.24 Work Parties

Work parties are scheduled throughout the year for members to put their skills to work. Specific work to be completed is announced in advance of the date of service.

SECTION 3 FACILITIES AND ACTIVITIES

3.1 Activities

- Club activities are scheduled through the office and are open to all members and their guests unless participation is restricted by age.
- Club sponsored activities are in the newsletter, posted on the reader board and on the community notice boards. Some of the activities are Potlucks, Cards, Craft Nights, Movie Nights and events carried over from the bar.

3.2 Bar and Beer Garden

- Bar operating hours and days of the week are approved by the Board of Directors and subject to change.
- The bartender on duty or the Board of Directors has the discretion to close the bar as needed and to refuse service to anyone.
- No person under 21 years of age is allowed in the PFCC bar.
- The bartender is the only one allowed behind the serving bar when the bar is open for business.
- Alcoholic drinks purchased in the bar must remain in the bar, beer garden or clubhouse.
- No alcoholic beverages may be brought into the clubhouse, bar or beer garden when the bar is open.
- Guests must be registered in the registration book at the entrance to the clubhouse. Members must be with their guest(s) throughout the stay in the clubhouse, bar or beer garden.

- Pets are allowed in the beer garden on a leash held by the owner. Pet's must be under control.
- Some of the bar activities include Bingo, Dart Tournaments, Karaoke, Trivia Night, Live Music, Cornhole, group campfires and more.

3.3 Clubhouse

- The clubhouse is available for use by members and their guests to enjoy Club sponsored events, member sponsored activities or just a great place to do your own thing.
- Members have access to free internet while using the Clubhouse.
- The Clubhouse has a generator and a fireplace.
- Access to the Clubhouse is through the use of a door code. Lock up the Clubhouse when you leave.
- The bartender on duty will secure the Clubhouse on nights that the bar is open.

3.4 Comfort Stations

- Comfort stations are accessed by a secured door. The code is available through the office.
- The heat controls are set and controlled by maintenance and are not to be adjusted.
- Pets are not allowed in comfort stations.
- No dishes, clothing or animals are to be washed in the comfort stations.
- No items of any type from the campsites are to be placed in trash containers in the bathrooms.

3.5 Community Garden

- A shared use garden is offered for seasonal use April 1st thru November 1st on a reservation basis.
- Signups for each upcoming season are through the office on a first come first serve basis.
- Members with an existing year plot who wish to reserve the same plot must do so by the end of the growing season on November 1st of each year or it becomes available.
- Gardeners must mark their assigned plot with weather appropriate signage.
- Assigned garden plots are for the plot gardener to access and not to be worked by other gardeners without permission.
- Gardens are to be well maintained and used for growing vegetables, fruits, herbs and other annuals. No permanent woody plants, large shrubs or trees are permitted.
- Only environmentally friendly weed control products are allowed.
- Temporary fences are permitted for animal control purposes.
- Water sources and hoses are provided and shared.
- Gardens must be cleaned up and ready for the next season by November 1st.

3.6 Dog Park

- The Club has (2) dog parks. Outside of the front gate and at the pavilion.
- Members use the park at their own risk.
- Owners are responsible for the behavior of their dogs at all times.
- Dogs must be leashed when entering and exiting the park.
- Owners must be within the dog park and supervising their dog, leash readily available.
- Dog waste must be cleaned up immediately.
- Dog handlers must be at least 16 years of age to use the dog park.
- Aggressive dogs must be removed immediately.

3.7 Dump Station

- There is one operational RV dump station for members to use in emptying their RV grey/black water tanks located outside of the main gate.
- Contact maintenance of the office for access if locked.

- Individuals using the dump station are required to wash down the area when they are finished.
- The availability of the dump station may change is required by imposed Thurston County use requirements.

3.8 Family Room

- The family room contains a variety of popular electronic games, movies, books and board games.
- Unattended minors must be under the supervision of an adult.
- The room must be cleaned up after use.

3.9 Garbage

- Only kitchen and other household garbage, enclosed in secured plastic disposable bags are to be placed in Club trash containers located in front of the office.
- Members are responsible for properly disposing of trash in the disposal containers across from the office.
- Trash is not to be disposed of in the common facilities trash cans.
- Furniture, equipment, other large home furnishings or other personal property cannot be placed in Club trash containers. These items must be donated or disposed of properly to appropriate charities, County Recycling Center or to the County landfill for disposal.
- Combustible materials may not be disposed of on Club property.

3.10 Gym

- The gym is located behind the Clubhouse comfort station.
- No children under the age of 13 are allowed without parental supervision.
- Use of the gym is at your own risk.
- Please keep this area clean.

3.11 Kitchen

- The kitchen sponsors meals each month and special events on occasion.
- Members are permitted to use the kitchen when not in use for a club function and must bring their own supplies.
- Use of the stove or other equipment may be used. If you need training, contact the Kitchen Manager.
- Kitchen equipment must be cleaned and returned to their original place.
- The kitchen must be cleaned after use.
- Member sponsored kitchen functions are held at the discretion of the kitchen manager.
- The kitchen manager may refuse service to anyone.

3.12 Laundry Rooms

- Washing machines and dryers are available for member use.
- A change machine is available in the mail room and quarter rolls can be purchased from the office.
- Washers and dryers are single load only; do not overload the machines.
- Powdered detergent products are not permitted for use in club washing machines.
- No pet bedding is allowed to be washed in the washing machines.
- You are required to promptly remove your clothing from the washers and dryers.
- Clean washing machines and dryer lint traps after each use.

3.13 Pavilion

The pavilion is a great place for members to gather for cookouts or other gatherings with each other or members and guests.

Members may reserve the pavilion to hold their private events by completing the General Use Agreement located in the mail room. In the summer months, enjoy Memorial Day and 4th of July celebration events and outdoor movies. The pavilion is equipped with barbecues, refrigerators, coolers, tables and chairs, serving tables and outdoor toys for the children. Take part in the annual fishing derby.

3.14 Pond

- Members and guests use the pond at their own risk. No swimming or boating is permitted in the pond.
- The pond is limited to fishing. When the pond is posted as “Closed”, no fishing is allowed.
- Members and their guests are required to dispose of any fish waste in the trash containers.
- PFCC posts fishing rules at the pond which apply to all members and guests.
- Children under the age of 14 are not permitted at the pond unless supervised by an adult.
- An annual or day use fishing license is required for anyone 14 years of age or older.
- Fishing licenses are available for purchase during normal office hours.
- The fishing limit is 3 fish per person per day.

3.15 Private Use

- Members sponsoring private events in Club facilities are required to complete a General Use Agreement located in the mail room.
- Private events may be reserved for the clubhouse, pavilion, kitchen, family room and beer garden.
- Approval is based on availability and type of event.
- Club events have first priority use of the facilities.

3.16 Recycling Center

- PFCC supports recycling and offers a recycling station for member use. The station is serviced by Club volunteers.
- Members are required to sort their own items.
- Only those items identified in the recycling station are to be placed in the appropriate containers.
- Items are to be rinsed clean before being brought to the station.
- Monies received from collected aluminum cans support kid’s activities and the fish for the pond.

3.17 Sauna

- PFCC offers the use of saunas at the Clubhouse Comfort Stations in the men’s and women’s rooms.
- Use is limited to adult members over the age of 18 and their adult guests.

3.18 Service Animals

- Members with proof recognized by the State of Washington with a request for a service animal designation will receive reasonable accommodation in the facilities and services of the Club.
- A service animal must have training that sets it apart from a family pet.
- Service animals are allowed in Club common areas only to assist the handler with work or perform tasks.

SECTION 4 RENTALS

4.1 Courtesy Sites

- Courtesy sites are available for camping use by members or their guests.
- Reservations are required and members are billed for use.
- Courtesy site reservations forms are available in the mail room.
- Sites must be left clean and personal property removed.

4.2 Storage Sites

- Storage sites are available for members to rent.
- Storage sites may only be used for storage of RVS, vehicles and cargo or utility trailers.
- Storage sites can only be rented for 6 months a year.
- Rentals are on a first come, first serve basis beginning May 1st.
- Members may temporarily use a storage site if they are working on their membership. There is a 2-week limit.
- Agreement forms are in the office.

SECTION 5 SAFETY

5.1 Insurance

In all cases, whether it is RVs, automobiles, bicycles, scooters, ATVs, or carts; it is the member's responsibility to have necessary liability, comprehensive, property, and homeowner's insurance.

- Members should access their other insurance needs based on this natural setting environment.
- Members and guests must be able to show proof of vehicle liability insurance where applicable.
- PFCC is not responsible in case of accidents or natural disaster damage.

5.2 Property Protection

- Members are responsible for their personal property on campsites and are encouraged to carry all appropriate insurance protection.
- The Club shall not be held responsible for damage or loss of member's property or repairs to campsite.

5.3 Security

- The Club provides security for its membership with gated entrance video surveillance.
- In the event of an incident, viewing of the surveillance is limited to the Board of Directors and parties involved.
- Any member, with just cause can make a written request to the Board of Directors for viewing.
- Every member has a responsibility to report any security concerns to maintenance or to the Board of Directors.
- If it is a criminal situation, call emergency services.