

## **POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES**

These Policy and Procedures have been established to provide consistency in the rental and use of Council Camp Properties.

### **PRE-RESERVATION APPLICATION**

All outside groups must submit a Pre-Reservation Application form BEFORE any reservation(s) will be accepted. Since the Pacific Skyline Council, BSA is a nonprofit group it has to screen potential users to avoid jeopardizing our nonprofit status.

#### Priority of Renters

- Boy Scout Units
- Girl Scout Units
- Youth School / Religious Groups
- Other Groups

### **RENTAL POLICY**

It is the intention that camps be rented to multiple users whenever possible. To that end Pacific Skyline Council will only rent the entire camp to groups that have a minimum 350 campers/users. Groups less than 350 users / campers who wish to rent the entire camp must make a request to the council and such request will be reviewed on a case by case basis. The determination of exemption of the 350 user rule will be by the Council Program Director whose decision is final.

Joint use areas are for the enjoyment of all camp users and are scheduled on a first come first served basis. However, if an area is booked and not being used, the Ranger or Camp Master may allow use by another group provided they meet any required special conditions for that area and pay the appropriate fees.

### **TOUR PLANS**

All BSA units must file a tour plan from the unit's local council office before traveling to camp. Tour Plans cannot be faxed from camp.

### **UPON ARRIVAL AT CAMP**

1. Group leader / representative (not the whole group) checks in with Ranger or Camp Master upon arrival
2. Turn in Group Roster
3. Review regulations listed below
4. Do a walk through with the Ranger or Camp Master at the area(s) to be used noting any damages
5. Designate a single contact for the group and an alternate that the Ranger may contact

**POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES****GROUP LEADERSHIP**

1. You must have two (2) adults one of which must be 21 or older with your group while at camp
2. Adult leaders must sleep in the group's camping area.
3. A single point of contact and an alternate must be designated to the Ranger or Camp Master at check in. The group shall use these persons to communicate with the Ranger or Camp Master.
4. Youth groups shall have a ratio of 1 adult (21 or older) for every 10 youth or portion thereof with a minimum of 2 adults required.
5. BSA units must follow BSA policy on leadership coverage.

**CARE OF CAMP PROPERTY, FACILITIES, AND STRUCTURES**

1. Must get permission from the Ranger before cutting or trimming live trees, shrubs and bushes
2. Fallen and dead branches on the ground may be collected for campfires
3. All equipment must be checked in and out with the Ranger or Camp Master
4. Water is in short supply. Please conserve. Report any leaks or breakages to the Ranger or Camp Master immediately
5. Smoking in designated area only and with a butt can of sand, water or dirt.
6. Discuss with Ranger garbage disposal options.
  - a. You are responsible to take garbage to garbage cans or trailer as discussed with Ranger.
  - b. Separate recyclable cans, bottles, cardboard from trash. Put into designated containers.

**DAMAGE TO CAMP FACILITIES, EQUIPMENT, STRUCTURES**

Campers and Users are responsible for any damage to facilities, structures or equipment and will be billed for that damage. Please notify the Camp Ranger or Camp Master if any damage is found upon arrival. Failure to report will result in camper / user accepting responsibility for any and all damages.

**HEALTH AND SAFETY**

1. Rental group must provide first aid and medical supplies for their group
  - a. It is recommended each participant must have a current medical release form on file with the group leader.
  - b. It is recommended that groups larger than 100 persons have a designated medical person ie: current First Aid and CPR certification or higher.
2. All rental group vehicles must be parked in designated areas. No parking in fire lanes. Vehicles parked improperly may be towed at owner's expense. Vehicles shall be backed into parking spaces.
3. Group leaders are responsible for fire control, knives, axes, sticks, rocks, horseplay, etc.
4. NO PETS Except service animals for the disabled.
5. NO ALCOHOL OR ILLEGAL DRUGS PERMITTED ON CAMP PROPERTY.
6. To make arrangements for use of special program areas such as COPE, Mt. Bikes, Mt. Boards, Firearms, contact the council office.

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7. NO PERSONAL FIREARMS OR ARCHERY EQUIPMENT ALLOWED ON CAMP PROPERTY UNLESS PRIOR APPROVAL HAS BEEN OBTAINED BY THE COUNCIL PROGRAM DIRECTOR. COORDINATE WITH THE RANGER TO PROPERLY SECURE EQUIPMENT AT RANGE.
8. Amplified music or noise shall not happen between the hours of 10:00 pm to 7:00 am.
9. Rental groups are responsible for the safety and security of their campers while on camp properties. If problem(s) arise and are not taken care of by the rental group, the Ranger at his/her discretion may call in local law enforcement to remedy the situation.
10. In case of minor fire, medical or lost persons, Contact the Camp Ranger as soon as possible.

**COMMUNICATIONS, ELECTRONIC EQUIPMENT**

The Pacific Skyline Council, BSA will not assume any liability for lost or stolen cell phones, video games, and etc. brought to camp.

At Boulder Creek Scout Reservation cell phone reception is available.

At Cutter Scout Reservation there is only a phone at the Ranger's Office and is only available for emergency use by rental groups. Cell phone service is not available anywhere in camp. We recommend leaving cell phones at home or locked up in vehicles.

**CAMPFIRE & FUEL BURNING EQUIPMENT USE POLICY**

Upon arriving at camp the group leader (over 21) must see the Camp Ranger or Camp Master and receive information on campfire use. You will be asked to sign that you have received this document and understand the rules as they apply to campfires.

- Camp fires shall not exceed 2' above the campfire ring
- Camp fires are allowed only in campfire rings or designated locations.
- NO CAMPFIRE shall be left unattended at any time.
- Failure to follow these rules can lead up to termination of all camping rights and the group may be requested to leave camp immediately.
- Camp Stoves, Lanterns, or similar devices shall not be left unattended while burning.
- The Pacific Skyline Council, BSA reserves the right to ban all sources of flames at any time based on current conditions.

**SPECIAL ACTIVITY AREAS**

Special Activities areas include Lakes, Pools, C.O.P.E Courses, Archery Ranges, Rifle Ranges, Shot Gun Ranges, Black Powder Ranges, Climbing Areas and Kitchen Facilities.

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These areas must have certified specialists who can run the specific area. Groups may provide their own specialists – subject to council approval – or the council may provide specialists, for additional fees.

Special Activity Area Personnel MUST check-in with the camp ranger upon arriving at camp.

Proof of certification (ie Pocket Cards, Certificates) must be presented to the Ranger in order for a Special Activity Area to be used. NO CERTIFICATION – NO USE OF SPECIAL ACTIVITY AREA. NO EXCEPTIONS.

- Pool and Lake Area - BSA Lifeguard, BSA Aquatics Director, Red Cross Lifeguard.
- COPE Course – COPE Instructor Level 2, COPE Instructors Level 1
- Climbing - Climbing Instructor Level 2, Climbing Instructor Level 1, or an equal approved by the Council
- Archery Range - BSA Archery Range Master, NAA Archery Basic Instructor, BSA Shooting Sports Director, or Equal approved by the Council
- Shooting Ranges - NRA Range Safety Officer to run the range, NRA Instructor for any teaching of shooting skills (instructor to be certified for the specific Firearm(s) being used.) Council does not provide targets, firearms and ammunition this is supplied by the range users.
- Kitchen Facilities – It is required that those groups utilizing the kitchen facilities for group cooking have at least one person in the kitchen who is “Serve Safe” certified or equivalent. This is to protect your group from food borne illnesses due to improper food handling, preparation or serving.

**SERVICE PROJECTS**

Camp properties require a large amount of time and care to maintain the properties. Rangers can only do so much. As stewards of camp properties, it is our duty to help maintain the properties so their splendor can be enjoyed for many years. Your help would be greatly appreciated by the council and by future users of camp. If your group feels a desire to help, contact the Ranger who has a list of service projects or your group can recommend your own. Some materials are available along with tools that can be checked out. One hour by each person in your group can add up too many hours of service.

**CHECK OUT PROCEDURE**

1. Group Leaders accompanied by the Camp Ranger will inspect camp site area and any other area or facilities used by the group before the unit leaves camp.
2. If leaders fail to have inspections made, Group will be held responsible for all damage or loss based on Ranger’s inspection
3. Lost and found items should be taken to the Ranger

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**PAYMENT INFORMATION**

At time of reservation request a 25% deposit shall be paid. This fee will be used to reserve the area(s) that you wish to rent.

90 days prior to arriving at camp an additional 25% deposit shall be paid.

30 days prior to arriving at camp ALL remaining reservation fees shall be paid to the council office plus the greater of \$200 or 10% of total fees as a cleaning/security deposit.

For reservations made less than 30 days before arrival, the group must pay all reservation fees and the cleaning/security deposit in full to the council office before arriving at camp.

If payments are not received by the deadlines, PacSky reserves the right to cancel the reservation without notice and Lessee agrees that no refund of fees already paid shall be issued. All payments are non-refundable after payment is received but are part of the total fee, unless otherwise noted.

If you have more people than anticipated and/or stay longer than your reservation you will be responsible to clear all additional costs prior to leaving camp. Failure to pay additional fees while at camp will result in a \$150.00 billing fee in addition to the costs of the additional persons or days. Fee(s) may be waived if special arrangements have been made prior to coming to camp.

**SECURITY DEPOSIT**

A security deposit is required for all non scout groups renting camp. A fee of \$200 or 10% of the reservation fee is required whichever is higher.

Refund of a security deposit on file with the council office will be made within 30-days of leaving camp subject to receiving a no charge or a listing of damages and their associated costs. Any costs will be deducted from the deposit on file. If damages exceed the deposit on file you will be billed for the difference. Your group will not be allowed to reserve a new date until these charges are cleared.

**CANCELLATION AND REFUND POLICY**

When we take your reservation we are excluding others from using the facilities that you reserved.

Deposits, if applicable for an activity, are non-refundable.

At the council's discretion, and with a written request, reservation fees may be transferred to another available date.

Pacific Skyline Council reserves the right to cancel any reservation at any time including at camp.

Reservations canceled by the Pacific Skyline Council before arriving at camp will be refunded at 100% of Reservation Fee except no refund will be given for nonpayment of reservation fees.

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Reservations canceled at camp due to issues under the control of the reservation group will result in forfeiture of all fees.

**NOTE: It is the responsibility of the renter to assess weather conditions and make appropriate decisions. Renters cancelling due to weather will not receive a refund. All refunds are subject to a 15% cancellation fee. No refund will be given to cancellations received less than 30 days prior to the start of the reservation.**

### **CHARGES BY OUTSIDE AGENCIES**

Any costs associated with services provided by outside agencies ie Sheriff, Fire, Medical, Ambulance, Life Flight Helicopter, Food Service Providers, Vendors, Towing, or similar agencies / services are the responsibility of the rental group. Pacific Skyline Council assumes no responsibility for these charges.

### **INSURANCE REQUIREMENTS**

All non boy scout groups are responsible to provide with the reservation an insurance policy in the amount of \$2,000,000 (two million dollars) liability coverage in addition to any other limits required by the Boy Scouts of America.

### **DISABLED ACCESSIBILITY**

While every effort is made to make the camp properties and facilities accessible, not all campsites, facilities or activity areas may be accessible. Every effort will be made to make your camp experience enjoyable. Renters with disabled persons are encouraged to visit the camp properties before making reservations to ensure their group can function at camp.

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ACKNOWLEDGEMENT OF POLICY AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES.

Retain the first six pages for your records. Retain a copy of this page for your records Please fill out the information below, sign and return this page with your rental agreement and other required paperwork to:

Pacific Skyline Council, BSA Attn: Camp Reservations 1150 Chess Drive Foster City, Ca. 94404

It is your responsibility to read and understand these policies and procedures.

I have read this policy and procedures document and acknowledge its contents. I accept responsibility of all costs as outlined in the rental agreement and fee schedule and I understand the refund / cancellation policy.

Group Name: \_\_\_\_\_.

Rental Date(s): \_\_\_\_\_ [ ] Boulder Creek [ ] Cutter [ ] Oljato

Name: \_\_\_\_\_.

Signature: \_\_\_\_\_.

Phone Number: \_\_\_\_\_.

Email Address: \_\_\_\_\_.

Date: \_\_\_\_\_.

Contact Information

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