

# SHORT-TERM PROPERTY RESERVATION FORM

**Property Requested** \_\_\_\_\_  
(Reservation must be turned in at least two weeks prior to arrival at property)

**Facilities Requested** (buildings etc) \_\_\_\_\_ **Activity planned** \_\_\_\_\_

Arrival Day and Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Day and Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pack: \_\_\_\_\_ Troop: \_\_\_\_\_ Team: \_\_\_\_\_ Crew: \_\_\_\_\_ District: \_\_\_\_\_

Leader's Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail \_\_\_\_\_ Number of Youth: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_ POLICY #: \_\_\_\_\_

(Note: The insurance portion MUST be filled out completely!)

### FULL FEES ARE DUE 30 DAYS BEFORE YOUR EVENT

Deposits are to be paid with application, and are refundable after the event if building and grounds are left clean and orderly. District Activities will result in a charge to the district account of \$100.00 for a large district activity (i.e. Camporee, Webelos Woods) or \$25.00 for a smaller district activity (i.e. Leader Training, etc.)

### CANCELLATION POLICY

**If Cancellation occurs with less than 30 days written notice all fees are forfeited.**

**Cancellation of Building Reservations with less than 60 days written notice will result in a charge of 50% of the total fees.**

### \*\*RULES OF THE ROAD\*\*(PLEASE READ AND SIGN BELOW)

1. All units **MUST CHECK-IN** with the Campmaster or Ranger upon arrival.
2. All units **MUST CHECK-OUT** with the Campmaster or Ranger before leaving camp.
3. **ALL** vehicles must remain in designated parking lot.
4. **NO** standing timber is to be cut without permission.
5. **NO** conifers or brush is to be cut.
6. Units **RESPONSIBLE FOR DAMAGE** will be billed for repair or replacement.
7. **NO** swimming/boating in any lake allowed without following Safe Swim defense and Safety Afloat. **No** swimming in moving water is permitted.
8. **ALL** open flame fires must be at least 10 feet away from any structure. (This includes charcoal.)
9. **ALL** liquid fuel cans must be left and locked in vehicles. National policy on the use of liquid fuels must be followed.
10. **ALL** garbage is to be taken out of camp.
11. **ALL** fires must be put out before leaving camp.
12. **NO** dish washing at water taps.
13. **NO UN-AUTHORIZED WEAPONS** (including pellet guns) of any type are allowed in camp.
14. As stated in BSA guidelines, youth may not use tobacco products and smoking must be done away from all participants. Scouting is a smoke-free environment.
15. Obey all camp speed limits. 5 MPH is the limit on all roads.
16. **ABSOLUTELY NO PETS ARE ALLOWED TO BE BROUGHT ONTO COUNCIL PROPERTY.**
17. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON COUNCIL PROPERTY.**
18. Be courteous and "Do A Good Turn" by doing a service project for the camp.

I, the undersigned, have read and understand the above and agree that all members of the unit will abide by the rules listed.

SIGNATURE OF UNIT LEADER: \_\_\_\_\_ DATE: \_\_\_\_\_

(Circle One) Visa, MasterCard, or Discover # \_\_\_\_\_

Cardholder \_\_\_\_\_ Exp. Date \_\_\_\_\_

White copy: council Yellow copy: camp Pink: unit

<b>**OFFICE USE ONLY**</b>	
<input type="checkbox"/>	<b>FOS</b>
Fees	_____
+Deposit	_____
Total	_____
-Paid	_____
=Remaining	_____
Notes: paperwork mailed to ranger _____ (date)	
On calendar _____ 1-6702-049-22	

Received: \$	_____
Date:	_____
Receipt #:	_____
I.D. Number	_____