

CAMP FACILITIES USE AGREEMENT – NON SCOUT GROUP

The Southwest Michigan Council, Boy Scouts of America, hereby agrees to rent or permit the use of council facilities to the following user group: _____ *Application Date: _____

(* Indicates REQUIRED completion items.)

PERIOD OF THIS AGREEMENT:

FROM: *Date: _____ ***Arrival Time:** _____

TO: *Date: _____ ***Departure Time:** _____

The agreement includes the following equipment or facilities owned by the Southwest Michigan Council, BSA:

_____ \$ _____

_____ \$ _____

IMPORTANT: This reservation is tentative. The reservation fee, this completed and signed form, and all required documents must be received at the Scout Service Center at time of application or no later than five business days from the application date, or the reservation will be cancelled.

FEES:

1. Total fee for this rental shall be _____ \$ _____

2. Reservation fee: 1/2 of total fees are required to confirm this reservation. \$ _____

These funds must be received at the Scout Service Center within five business days or your reservation will be cancelled.

PAID: Date: _____ Receipt #: _____

3. The balance must be paid at the Scout Service Center 14 days prior to date \$ _____ of arrival at camp.

PAID: Date: _____ Receipt #: _____

NOTE: Any reservations made within 14 days of the event shall require full payment up front.

ACCEPTANCE OF THIS AGREEMENT, AS STATED ON REVERSE SIDE

***Contact person:** _____ ***Address:** _____

***City:** _____ ***State:** _____ *** Zip Code:** _____

***Best Contact Phone:** _____ Secondary Phone: _____

***Email Address:** _____

***Names of adults for 2-deep leadership: 1.** _____ **2.** _____

I hereby attest that the use of the facilities: as stated above are for an official activity of the stated Scouting unit and have read the policies stated on the back of this agreement.

By: _____

Signature of User Group Authorized Representative Date

Please sign this form and return along with the reservation fee, to the Council Service Center.

For Office use only:

Received by: _____ Date of Acceptance: _____

POLICIES

1. Required documents which must be provided to confirm this agreement:
 - a. A certificate of liability insurance with a minimum of \$1,000,000 (\$2,000,000 for use of COPE course) combined single limit with the Southwest Michigan Council, BSA and the National Council, BSA, named as additional insured, to cover the time period that is involved in this agreement.
 - b. A completed and signed copy of the Southwest Michigan Council's "Hold Harmless Agreement." (Attached)
 - c. A certificate showing non-profit and/or tax exempt status.
 - d. A roster showing the names of all youth and adults participating in this activity. This roster shall indicate the names of persons over 21 years of age that will be acting as adult leaders of the activity.
 2. Full payment is required prior to arrival. Campmasters are not authorized to accept cash or credit cards. If payment is to be paid upon arrival, prior arrangements must be made with the Council Service Center and must be paid by check.
 3. **Check-in time is no earlier than 5:00 p.m. on Fridays (Unless prior arrangements have been made) or 1:00 p.m. on Saturdays.** Check out time is noon on Saturday or noon on Sunday.
 4. **All user groups must check-in and check-out of camp with the on-duty Campmaster.** You are responsible for leaving all equipment and facilities in a clean and orderly condition. Failure to do so may result in additional charges, which must be paid within 30 days of the use date. Your unit will be charged for damage to facilities.
 5. All user groups are responsible for any and all damages to camp property which may reasonably be attributed to the actions of the said group and agrees to promptly pay any and all reasonable damage claims when presented.
 6. While Scouting makes every effort to accommodate all persons with disabilities, it is a charitable, private organization not subject to the ADA, and any group who uses the property is responsible for ADA compliance and any accommodations necessary for its participants and visitors.
 7. All user groups agree that you will provide at least one adult leader (defined as 21 years of age or older for purposes herein) for every ten (10) members of the party present in camp below the age of 21 years.
 8. No pets are allowed at camp.
 9. You are responsible for all supplies and equipment that are listed on this agreement. Your unit will be charged for broken equipment.
 10. The Southwest Michigan Council may authorize other groups to be present on the premises to use facilities that are not covered by this agreement.
 11. The use of the lake for aquatic activities will not be allowed unless permission to do so is stated in this agreement. Several restrictions apply.
 12. Alcoholic beverages or any illegal controlled substances are not allowed on camp properties. Any violation will be just cause to cancel this agreement. You will be asked to leave the property and will forfeit all fees.
 13. There is no smoking allowed anywhere on Rota-Kiwan Scout Reservation. Smoking is allowed only inside of privately owned vehicles.
 14. You are responsible to ensure that every participant of your activity is briefed on the policies and procedures stated in this agreement and in the reservation rules you received at the time you made your reservation.
 15. This agreement may be cancelled at any time prior to the reservation date. Refunds of fees paid are as follows:
Cancellation
14 days prior to scheduled arrival date: fees paid less a 15% administrative charge and your deposit will be refunded. Less than 14 days prior to scheduled arrival date: The entire fee is forfeited.
 16. A roster of all adults and youth must be provided to the Campmaster at check-in.
- Additional understandings and agreements:
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Confirmation of reservation will be sent via email to both addresses listed on agreement. All communication concerning this reservation will be conducted via email only. Please check your email regularly.