

CAMP FACILITIES USE AGREEMENT – FOR SCOUT UNITS ONLY

The Southwest Michigan Council, Boy Scouts of America, hereby agrees to rent or permit the use of council facilities to the following Scouting unit: _____ **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: (May be charged to unit accounts)

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. **No payments are accepted 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: * _____ ***Email Address (other than Contact person):** _____

Signature of Unit Leader(SM, CM, VC, EA, NL) or Committee Chair (CC) Title

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

For Office use only:

Received by: _____ Date of Acceptance: _____

POLICIES

1. Full payment is required prior to arrival.
2. **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.
3. **All units 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.
4. No pets are allowed at camp.
5. You are responsible for all supplies and equipment that are listed on this agreement. Your unit will be charged for broken equipment.
6. The Southwest Michigan Council may authorize other groups to be present on the premises to use facilities that are not covered by this agreement.
7. You must follow the Boy Scout National policies as stated in the current *Guide to Safe Scouting* including 2-deep leadership.
8. A Tour Permit is required for any Scouting unit staying overnight or for any unit traveling outside of their district boundaries.
9. 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.
10. 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.
11. There is no smoking allowed anywhere on Rota-Kiwan Scout Reservation. Smoking is allowed only inside of privately owned vehicles.
12. 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.
13. This agreement may be cancelled at any time prior to the reservation date. Refunds of fees paid are as follows:
 - 14 days prior to scheduled arrival date: fees paid less a 15% administrative charge and your reservation fee will be refunded.
 - Less than 14 days prior to scheduled arrival date: The entire fee is forfeited.

Additional understandings and agreements:

NOTE:

**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.**