

# CAMP USE APPLICATION

Please read this form carefully and completely. All scout unit camp use reservations require that a \$100.00, refundable cleaning deposit be maintained. Non-Scout Groups require a deposit of 10% of total fees or \$200.00 (whichever is greater). This deposit is intended to cover unexpected expenses, damages, cleaning, and/or garbage removal. If any user group leaves the facilities clean, damage free, and removes all garbage, its deposit will not be penalized. *Non-Scout groups will receive a full refund of their deposit if they leave the facilities clean, damage-free, and remove all garbage.* A partial or full refund of any deposit will be available at the discretion of the Camp Ranger at check-out. To claim a refund of the deposit, please request it in writing from the Creighton Service Center at 4802 S 19<sup>th</sup> St, Tacoma, WA 98405. Requests may be mailed, faxed to 253-759-5708, or emailed to Council customer service staff.

**Your reservation is not complete until all items (this form, the deposit, and rental fees) are submitted! This is true for all camp uses, even those by District/Council personnel. All fees must be paid at least 10 business days prior to use of any camp or council property. Cancellation of a reservation with less than 10 business days' notice will result in forfeiture of all monies paid to date.**

All groups (scouting and Non-scouting) are responsible for the repair/replacement costs of any damage caused by the unit/group. The deposit will be charged for any fees incurred. Cleaning will be billed at \$25.00 per hour.

Scout Unit, or  
Group Attending \_\_\_\_\_ Today's Date \_\_\_\_\_

Leader Contact \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Estimated Number of Participants: Youth \_\_\_\_\_ Adults \_\_\_\_\_

Rental Start Date/Time \_\_\_\_\_ Rental End Date/Time \_\_\_\_\_

Please include the relevant year in the dates given above.

(Normal check-in time is after 3PM. Normal check-out time is by 11AM. Contact your Camp Ranger if you have special check-in/check-out needs.)

Camp Facilities Being Reserved	Rental Fee
	<b>Subtotal</b>
	<b>Cleaning Deposit \$ 100.00</b>
	<b>Total Rental Fee</b>

I have read the Camp Use Guidelines listed on the back of this form and agree to abide by them. I understand and agree to the refund policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment made by:       Check       Credit/Debit Card       Cash

# CAMP USE GUIDELINES

1. **The Camp Caretaker is required to obtain a roster of all persons using the camp and to check tour permits (BSA only). Please check in with the Camp Caretaker upon arrival.** The Pacific Harbors Council, BSA retains the right to reassign campsites and facilities due to unforeseen circumstances or prior reservations made for other groups.
2. The rules for use of camp properties are based on the Scout Oath and Law, as well as your Tour Permit pledge of performance. Please keep them in mind at all times. Specifically, remember the following:
  - a. Help your Scouts respect the rights of others.
  - b. Leave your camp area and all facilities cleaner than you found them. Pack in/Pack out. Groups leaving trash are subject to a \$25 per hour cleaning charge for disposal.
  - c. Smoking by adults is limited to designated places. Please, no smoking in buildings or around youth.
  - d. Alcoholic beverages and other controlled substances are not allowed on Scouting outings and properties.
3. Supervision of your unit using camp is not only a requirement of BSA, it is also critical to the safety and quality of your unit's experience while at camp.
  - a. In accordance with National BSA policy, units must be under the leadership of 2 qualified adults, one at least 21 years of age. The second Cub Scout, Boy Scout or Varsity Scout leader must be at least 18 years of age. Explorer Post leaders must both be at least 21 years of age, and co-ed Explorer Posts/Venture Crews must have co-ed leadership.
  - b. Two adults must be on site at all times and be directly responsible for the group.
  - c. Unsupervised youth can get into difficulties; it is your responsibility to know where they are and what they are doing.
  - d. At least one adult leader must be certified in Youth Protection Training, available free online through MyScouting.org.
4. Please practice the Outdoor Code. Conservation is a part of Scouting. Pre-approved service projects are encouraged.
  - a. Scouts are not to cut standing trees, shortcut trails, litter, or conduct themselves in a manner inconsistent with current conservation practices.
  - b. Camp is for wildlife, not pets. Please leave pets at home.
5. Some safety considerations:
  - a. All accidents which may require a doctor's services must be reported to the Camp Caretaker.
  - b. Liquid fuel may only be used under adult supervision. BSA standards require that excess fuel be stored in a locked central camp storage location.
  - c. Fires must be attended at all times and be *out cold* when your campsite is left unattended. No flames or flame sources can be allowed in tents. Please follow the Camp Fireguard Plan.
  - d. Think safety. Educate your Scouts about the dangers associated with stone throwing, running downhill, misuse of woods tools, walking barefoot, and other inherently hazardous activities.
  - e. The use of BB guns and archery equipment on camp property must comply with BSA standards outlined in the current version of The Guide to Safe Scouting.
6. Some cost saving considerations:
  - a. Only camp authorized vehicles are allowed past the gates. If you must drive in to unload you must stay on the roadway. Immediately after unloading, personal cars will then be parked in the camp parking lot.
  - b. Washstands, hose bibs, water fountains, showers, and latrines are for personal hygiene and must not be used for dishwashing.
7. **Please check out with the Camp Caretaker and have your site inspected before you leave.**
8. Recreational Vehicles (RVs) must be self-contained and must be parked in parking lots. Hook ups are not available.
9. Reservation Policy
  - a. Council activities and events may book camp up to 24 months in advance of use.
  - b. District activities and events may book camp up to 18 months in advance of use.
  - c. Scout units and Exploring Posts affiliated with the Pacific Harbors Council may book camp up to 12 months in advance of use.
  - d. Any other group or organization not affiliated with the Pacific Harbors Council may book camp up to 9 months in advance of use (Exception: If a non-affiliated group uses our camp regularly for an "annual" event, it may make a reservation up to 12 months in advance for that event only.)