



# Camp Facilities

Owned and operated by Girl Scouts, Hornets' Nest Council

## Troop Rental Guidelines and Reservation Information

Thank you for your interest in the Girl Scouts, Hornets' Nest Council camp facilities. The following guidelines will assist you with the reservation and planning process. Once a reservation is confirmed, more specific information will be sent.

### I. Availability

- A. Camps are available to school programs, non-profit groups, civic organizations, and corporate groups. Our sites and facilities are conducive to a variety of programming options.
- B. Groups wishing to use camp facilities must have a purpose and principles in line with the Girl Scout beliefs. Any organization or institution that seems to be in conflict with the Girl Scout beliefs as determined by the CEO of the Council will not be allowed to use the site or facility.
- C. All groups using the camp facilities must adhere to the rules and regulations as outlined in the rental agreement. These regulations are for the protection of the participants and the property. Alcohol, drugs, firearms, and ammunition are not allowed on site. Smoking is allowed in designated areas only.

### II. Reservation process

- A. Availability: Community groups may check the availability of and reserve our campsites via our online calendars up to 6 months out for the Dale Earnhardt Environmental Leadership Campus at Oak Springs, or 12 months for Holly Hut and the POD Village.
- B. Group leader can make initial contact with the Customer Care team at 704-731-6500, or visit [www.hngirlscouts.org](http://www.hngirlscouts.org) to review site information and guidelines, and book through our online system.
- C. Group leader can then complete a reservation and pay the rental fee through linked online reservation system.
- D. Once the reservation, rental fee, and appropriate paperwork are completed, a confirmation packet will be sent to the group leader two weeks before their reservation period, and plans can be coordinated between the group leader and appropriate camp staff.

### III. Billing procedure

- A. Full payment for areas booked is due at time of reservation, unless alternative payment schedule has been arranged with Council staff prior to your booking.
- B. Up to a \$200 deposit may be required, depending on the size of your reservation. This deposit should be made in the form of a check made out to GSHNC. After your reservation date has passed and the site rented has had a clear cleanup inspection, any information retained for the deposit will be destroyed.
- C. Groups will be charged for damages and losses to the site. Any damages will be discussed with the group leader during checkout at staffed facilities, and a bill will be sent out for damages as discussed. Notifications of damages will be sent during the following week for non-staffed facilities.

### IV. Cancellation policy

- A. GSHNC reserves the right to cancel the agreement due to severe weather and/or damage to the site or facility which may endanger the health and safety of the participants. Complete rental fee will be refunded.
- B. Usage fee is non-refundable unless written cancellation is received 4 weeks in advance. If a refund is due, a 25% processing charge will apply. A \$25 transfer fee applies to any changes to the reservation date or location. Requests for transfers must be received in writing at least 4 weeks in advance of your reservation date. Reservations can be transferred once, and thereafter cannot be transferred or canceled for a refund.

### V. Insurance requirements

- A. Prior to using the camp facilities, non-Girl Scout group leaders, or Girl Scout groups using camp properties for non-Girl Scout events must provide camp with the following information:
  - 1. A Certificate of Comprehensive General Liability Insurance from the group's insurance agent which includes contractual liability for bodily injury and property damage in an amount not less than \$1,000,000 combined single limit.
  - 2. The insurance certificate should also include the Girl Scouts, Hornets' Nest Council as Certificate Holder.
  - 3. If the organization employs staff or intends to use vehicles on Council premises, Workers Compensation Insurance and Comprehensive Automobile Liability are required. Automobiles must have a minimum limit of \$1,000,000 combined single limit for bodily injury and property damage.
- B. Girl Scout groups utilizing camp properties for Girl Scout activities have automatic coverage for all participants in their group who are A) currently registered Girl Scout members, and B) of an appropriate age for their planned activities. Supplemental insurance should be requested via the Council office to cover all participants of an appropriate age who are not registered members. Those too young to participate in the planned activities cannot be covered by Girl Scout insurance.

### VI. Fee Schedules

- A. Costs and availabilities for all property rentals and special activities can be found on site-specific pages on the Council website, or on our Doubleknot reservation platform. Overnight rentals are booked in 24-hour blocks, from noon to noon, and activity areas are booked in 1.5-3hr blocks, based on availability.

# Community Rental Regulations

Girl Scouts, Hornets' Nest Council operates under strict rules and regulations for property usage. **ALL** groups who utilize the site and facilities at a camp must follow the standards and guidelines which are defined below. Group leader is required to orient their group participants and adults to the rules, requirements, and all posted safety procedures prior to or upon their arrival at camp.

On the final page of this document is a page which must be signed by the group leader to acknowledge receiving, reading, and agreeing to the rental regulations. The signed page must be returned to each appropriate camp prior to utilizing the site.

## I. General Camp rules

- A. No drugs or alcoholic beverages are allowed on the site. Any participant or guest under the influence of drugs or alcohol will be asked to leave immediately. Local law enforcement will be contacted, if necessary.
- B. Tobacco use or smoking of any kind or not allowed in sight of youth. These activities are only allowed in designated areas of camp only. The on-site staff member or staff contact person will be able to tell you where the designated area is for each specific property. All flames must be completely put out and debris properly disposed of in the garbage.
- C. Firearms and ammunition are not allowed on the site except for on duty law enforcement officers, or other officials as authorized by the council.
- D. No fireworks are allowed on the site. Candles, gas lanterns and stoves, and charcoal lighter fluid must be part of an approved program and competency in use must be proven prior to use.
- E. Fires may be built in designated fire rings only. A shovel, rake and full water bucket must be available near the fire site. Ashes and unburned wood should be left in the fire ring.
- F. Pets are not allowed on site (unless needed for medical or disability assistance).
- G. Personal sports gear of **any** type (climbing harnesses, archery equipment, watercraft, etc.) should not be used without staff approval. Personal electronics should be left at home if possible, or kept in a secure location safe from damage at the campsite.
- H. Vehicles are not allowed on site without permission from the staff. A parking lot is available at the entrance of camp for all guests. Absolutely no transportation of persons in non-passenger vehicles is allowed (truck beds, golf carts, etc.). One vehicle per group, or per 6 cabins in use by a group, will be permitted to be parked in the main camp area if separated from the main parking lot, for quick evacuation or emergency transportation of participants. These vehicles must be parked facing OUT with keys in the ignition.
- I. Wildlife, artifacts, flora, and trees are not to be taken from the site. Firewood may be collected from downed trees and branches. Trees should not be cut down.

## II. Health and safety requirements

- A. Group leader should have the following information on site for all participants and adults traveling with the group:
  1. Full name, address, and phone number
  2. Emergency contact name and phone number
  3. List of allergies or health conditions requiring treatment, restrictions, or other special accommodation.
  4. Signed "permission to seek emergency treatment" form (parent/guardian signature required for children under 18 years old)
- B. All visitors must check in with group leader at your planned check-in time, and meet with on-site staff if your group is camping at the Dale Earnhardt Environmental Leadership Campus at Oak Springs. If group leader knows of late arrivals, arrangements should be made for group leader or group representative to meet the late visitor at the front of camp. If a suspected intruder is noticed, please contact the Ranger, Director, or Staff Contact person immediately.
- C. The following camper to adult ratio is required for participating in programs at the camp. A minimum of 2 unrelated adults should be present at all times. Adults must be at least two years older than the participants they are supervising, and at least 80% of the chaperones for each group should be made of individuals 18 years of age or older.

<u>Camper age</u>	<u>Number of adults</u>	<u>Campers</u>	<u>1 Additional Adult can Supervise an Additional ___ Girls:</u>
5-6 years	2	6	4
7-8 years	2	12	6
9-14 years	2	16	8
15-18 years	2	20	10

\* Exceptions to the above ratios are noted in the procedures for specialized activity areas, posted at each physical activity location. Other exceptions are as follows:

- During rest period, two adults must be in a unit, while others may be absent.
- Children walking to activities during the day should use the buddy or truddy (threesome) system and be within ear shot of an adult at all times. At night, the group and its adults should travel together.
- The "rule of three" should be followed at ALL times – adults should always be with youth in a group of three, either two adults and a youth, or two youth and an adult. Never interact one-on-one alone with youth.

D. Aquatic ratios – All aquatic activities should be supervised by at least 2 adults. See section E for required certifications if your group is providing their own facilitators. For **canoeing**, there should be one certified adult and one watcher for each 12 participants. For **kayaking**, there should be one certified adult and one watcher for each 10 participants. For **Corcl boating**, there should be one certified adult and one watcher for each 12 participants. For **stand-up paddleboarding**, there should be one certified adult and one watcher for each 10 participants. For **swimming**, there should be one certified adult and one watcher for up to 10 participants, and one lifeguard and two watchers for groups of 11-20 participants. For more than 20 participants there must be an additional watcher, plus an additional lifeguard may be added depending on the number and swimming level of the participants.

E. Required certifications

1. Group **must** have an adult on site at all times who has a current group age-appropriate CPR and first aid certification by a nationally recognized provider.
2. For all **swimming activities**, or for **Corcl boating or Stand-up Paddleboarding**, group leader must either hire a facilitator via the online reservation calendar, or provide an adult with a current waterfront lifeguard certification by a nationally recognized provider, a current first aid certification which includes training on blood borne pathogens, **and** a current CPR certification which includes the use of breathing devices (pocket mask).
3. For all **Canoeing or Kayaking activities**, group leader must either hire a facilitator via the online reservation calendar, or provide an adult with a current instructor rating in canoeing certification **or** a current waterfront lifeguard certification **or** other acceptable certification or license, plus a current first aid certification which includes training on blood borne pathogens, **and** a current CPR certification which includes the use of breathing devices (pocket mask).
4. All lifeguards, facilitators, and watchers must be oriented to the activity location and their specific responsibilities, as per the regulations posted at the waterfront, and located in appropriate locations to view the lake. Posted safety rules should be reviewed with participants prior to using the lake.
5. Aquatic personnel must check in with the staff prior to beginning an activity. At this time, the equipment and area will be unlocked and the facilitator instruction manual will be reviewed.
6. For all **other facilitated activity areas**, arrangements must be made with appropriate camp staff to implement these programs., unless the group has an adult who has attended the site-specific training for the area at the camp previously, and has maintained a current certification and yearly skills check.

F. Food service and preparation –

1. Refrigerators are provided in all units. Group leader should check refrigerator temperatures prior to using.
2. Basic cooking equipment is also available in the units. All cooking utensils, equipment, and food preparation surfaces should be cleaned and sanitized prior to and after each use. Instructions for sanitizing are posted in the units.
3. When preparing food, minimize the time that food is within the dangerous temperature zone (40 to 140 degrees).

G. What to bring – Group is responsible for bringing supplies necessary for their program, complete first aid kit, eating utensils, garbage bags, and extra paper products and/or cleaning supplies. Toilet paper and paper towels for the bathhouse dispensers are provided, as well as basic cleaning supplies. Some firewood is available at most campsites, but check prior to your arrival for current amounts.

### III. Emergency responsibilities and situations

- A. Emergencies – Group leader is responsible for handling all emergency situations. This includes providing certified first aid personnel, all first aid supplies and equipment, and emergency transportation when required. The 911 service is available and an emergency phone is located in the office. Camp staff should be informed immediately when an emergency occurs. Incidents and accidents must be reported to the staff and a form completed prior to the group leaving.
- B. Weather emergencies – In case of severe weather, the staff will instruct the group leader when adjustments need to be made. Camp staff will inform groups of appropriate shelters to be used in case of weather emergency.
- C. Other potential hazards
1. In case of fire, contact the staff immediately. If a fire is detected by the staff, the walkie-talkies system will be used to give the group leader instructions. Group leader should instruct the group to move to the front parking lot or the field by the bunkhouse depending on the location of the fire. A drill may be conducted by the staff during a group visit.
  2. Wildlife – Bugs, spiders and other animals are all a part of the outdoor experience. Unless the animals are interfering with program, please leave them alone. If a potentially dangerous snake (copper head or rattlesnake) is spotted, or if an animal is acting strange (dog, cat, raccoon, squirrel, etc.), please contact staff immediately.
  3. Participants should refrain from walking around the site alone. Please use the buddy system whenever possible and make sure that all participants are familiar with the site and have a map when walking around. If the group leader suspects that a participant is lost, contact the staff immediately.
  4. Group leaders should ensure that all medication (both prescription and over-the-counter) brought by the group is stored under lock and key except when in the controlled possession of the person responsible for administering them.



## HOLD HARMLESS AGREEMENT

My Girl Scout Group, hereafter referred to as the Organization, agrees to indemnify Girl Scouts, Hornets' Nest Council against and hold them free and harmless from any cause and all claims, demands, loss, damage, and expense, including attorney's fees and other legal expenses arising out of the negligent acts or omission of the Organization, or its employees during its use of a council property.

The Organization also agrees:

1. That any damage to buildings, equipment or property owned by Girl Scouts, Hornets' Nest Council, other than that due to ordinary wear and tear, that is caused by the Organization, its employees or participants under the supervision of its employees, will be charged to the Organization.
2. To assume full responsibility for injury, damage or loss to the person or properties of others arising from or out of the negligent acts and omission of the Organization, or its employees.
3. To comply with the insurance requirements and to purchase Supplemental Insurance coverage for any and all attendees who are not currently registered Girl Scouts and are of appropriate age to participate in the activities the Organization will be participating in.

This agreement is entered into by Girl Scouts, Hornets' Nest Council in reliance upon the above conditions and observance of the ground rules and that this does not give the Organization the privilege of including any groups other than indicated above. A certificate evidencing the required insurance must be supplied to Girl Scouts, Hornets' Nest Council before premises may be used by the Organization.

### Group Leader Statement of Responsibility

The group leader is responsible for the care, conduct, and supervision of all participants at all times. The group leader is also responsible for giving the necessary information to other leaders and participants. Persons caught breaking any camp regulation(s) will be asked to leave immediately.

I, the Group Leader have read all of the provided information and agree to follow the regulations and take responsibility for the participants in the group.

### Notice to Groups Using GSHNC Camps

Girl Scouts, Hornets' Nest Council considers the safety and well-being of all children and campers on our properties to be of the highest importance. In the interest of all campers, GSHNC recommends that non-Girl Scout rental groups recognize the need for appropriate screening policies (criminal background check and a check of the National Sex Offender Public Website – a free service at [www.nsopw.gov](http://www.nsopw.gov)) for all adult group staff and leaders with responsibility for or access to campers. Prior to conducting these screenings, all adult group staff and leaders should be provided with and sign a voluntary disclosure statement, where they can attest to non-conviction of violent crimes and crimes against children, at minimum. It should also be reviewed by legal counsel, and should comply with state regulations.