

# Camp Facilities

Owned and operated by the Girl Scouts Carolinas Peaks to Piedmont

## Community Rental Guidelines and Reservation Packet

Thank you for your interest in the Girl Scout Carolinas Peaks to Piedmont 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, corporate groups and civic organizations. The site 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 reserve the different camps based on the following time line:
  - 1. For use Friday-Sunday, groups may confirm reservations 8 weeks prior.
  - 2. For use Monday-Thursday, groups may confirm reservation 6 months prior.
- B. Group leader makes initial contact with the appropriate camp staff. Possible programs and dates are discussed and Guidelines/Reservation packet is sent to the group leader.
- C. Group leader reviews the information packet and completes the reservation form and the hold harmless agreement form. These forms are returned to the Girl Scout Council, in Colfax, along with the deposit.
- D. Once the reservation and deposit are received, a confirmation packet will be sent to the group leader and plans will be coordinated between the group leader and appropriate camp staff.

### III. Billing procedure

- A. Deposits must be sent with the reservation form in order to reserve a date.
  - 1. Deposit is \$50.00 for groups of less than 25 people.
  - 2. Deposit is \$100.00 for groups of 25 or more people.
- B. The remainder of the fees and charges minus the deposit will be billed to the group after the program, based on the number of participants.
- C. Groups will be charged for damages and losses to the site. Amount will be calculated into the final bill and sent to the group leader.
- D. Full payment MUST be received within 30 days of the conclusion of the program to avoid late fees. After 30 days, a late fee of \$20/week will be added.

### IV. Cancellation policy

- A. The Council 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. Deposit will be refunded.
- B. Group leader may cancel 4 weeks prior and receive a refund for deposit. Cancellations made less than 4 weeks prior to the program date will forfeit the deposit.

## **V. Insurance requirements**

- A. Prior to using the camp facilities, group leader 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 Carolinas Peaks to Piedmont Council as additionally insured.
  - 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.

## **VI. Fee schedule**

- A. Day use-per person
  - 1. \$10/day-No direct programming provided by appropriate camps.
  - 2. \$12/day-1/2 day of programming provided by appropriate camp staff (Max. 3 hours)
  - 3. \$20/day-Full day of programming provided by appropriate camp staff (Max. 6 hours)
- B. Overnight use-per person
  - 1. \$15/night-No direct programming provided by appropriate camps.
  - 2. \$6/night (plus program fee)-With provided program based on above fees
- C. Building and equipment rental
  - 1. \$100/day-dining hall
  - 2. \$50/day-any additional buildings
  - 3. \$10/day-DVD and television screen (if available)
- D. Examples
  - 1. 24 people spend 1 night at camp and participate in 6 hours of provided program Cost:  $(24\text{ppl.} \times \$6/\text{night}) + (24\text{ppl.} \times \$20 \text{ for programming}) = \$624.00$
  - 2. 15 people spend the day at camp and the appropriate camp provides 3 hours of program Cost:  $(15\text{ppl.} \times \$12 \text{ for programming}) : \$180.00$
  - 3. 12 people meet in the dining hall and use the TV/DVD Cost:  $(12\text{ppl.} \times \$10 + \$100 + \$10) = \$230.00$

*\*Fees include one adult free for each 10 youths in attendance.*

# Where Do I Want to Camp?

## **Camp Pisgah**

Camp Pisgah is located on 162 acres in the beautiful mountains of Brevard, NC in Transylvania County. This property has many activity areas including a lake, pool, riding stables, climbing wall, petting farm and archery range. Camp Pisgah has six unique living areas that include yurts, cabins, tree houses and a small loft. The dining hall holds 225 with a commercial kitchen. Our Westfeldt Center is perfect for a small meeting area.

## **Camp Ginger Cascades**

Camp Ginger Cascades is located on 226 acres just outside of Lenoir, NC in Caldwell County. Camp has a pool, lake, cascades to slide down, climbing wall and archery range. Units at camp consist of cabins, log cabins, tree houses and a lodge with bunks. Ginger Cascades offers great meeting space for small groups and break out sessions. The dining hall seats 150 and has a commercial kitchen.

## **Camp Golden Valley**

Camp Golden Valley is located on 600 acre just outside of Bostic, NC in Rutherford County. This site has something for anyone who loves the outdoors, including a 15-acre spring fed lake, riding stables and a 110 year-old log cabin where girls can become immersed in the history of Rutherford County's own pioneers. Golden Valley has a dining hall that seats 200 and a commercial kitchen.

## **Keyauwee Program Center**

Keyauwee Program Center is located on 350 acres just south of Greensboro, NC in Randolph County. This site offers lakes, an Olympic-sized swimming pool and diving well, on site horseback riding at the Circle C Ranch with a covered arena, 50 foot Alpine Tower, archery range, climbing tower an air conditioned dining facility. Sleep quarters include air conditioned bunkhouses, four-person cabins and platform tents with interior screening. Keyauwee has a dining hall that seats 300, with a stage and commercial kitchen. The dining hall offers small meeting spaces.

## **Camp Rotary**

Camp Rotary is located six miles from Gastonia. It is convenient to Hwy. 74 and I-85, nestled at the foot of picturesque Crowder's Mountain. Facilities include the Connie Gibbons Program Center, Glenn Sisters Lodge, two outdoor cabin units, two indoor dorms, a craft house, a challenge course, a lake, swimming pool, nature center and trails, boats, a science hut and the new Community Pavilion.

## **Camp Seven Springs**

Camp Seven Springs is located in Northern Davie County. Camp Seven Springs features Lake Harris for swimming, boating and fishing; along with arts and crafts, hiking paths, games field, archery range and challenge course. Units include tents, Adirondacks, covered wagons, along with a lodge. Dining hall seats approximately 75 with a small kitchen.

## **Camp Douglas Long**

Camp Douglas Long is located off of Kivett Drive, just south of Greensboro. Facilities include a lake great for fishing, canoeing, kayaking and paddleboating, a swimming pool, hiking trails, archery range and challenge course, and fire pits for outdoor cooking. Dining hall seats approximately 100 with a small kitchen.

## **The Learning Center**

The Madeline Dassow Learning Center is located on the Colfax Service Center Campus. The Learning Center offers an air-conditioned building with a gymnasium, a screened porch and individual classrooms. Outdoors girls can hike, play games and participate in archery. The Learning Center has a different set of rental guidelines and prices. It is not a camping or overnight facility. To find out more go to our website.

For more information for all facilities go to [www.girlscoutsp2p.org](http://www.girlscoutsp2p.org)

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## Community Rental Regulations

Keyauwee Program Center, Camp Pisgah, Camp Ginger Cascades and Camp Golden Valley are accredited by the American Camp Association. This accreditation is a nationally recognized set of standards pertaining to health and safety in site and program. **ALL** groups who utilize the site and facilities at camp must follow the standards and guidelines which are defined below. 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. Smoking is allowed only around the fire rings, near the outdoor fireplaces and on concrete areas of open shelters. All cigarettes must be completely put out and 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 assistance).
- G. Personal sports gear (climbing harnesses, archery equipment, etc.) should not be used without staff approval.
- 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.)
- 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.
- J. Groups are responsible to clean up after their stay at camp, removing all trash from bins to the dumpster, sweeping floors, etc. A checklist will be enclosed with the confirmation packet.

### II. Health and safety requirements

- A. Group leader should have the following information on site for all participants and adults who are 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 at the front office. 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 use walkie talkie to contact the Ranger or Director immediately.
- C. The following camper to adult ratios is suggested for participating in programs at the camp. A minimum of 2 adults should be present at all times.
  - 1. Basic supervision ratios

<u>Camper age</u>	<u>Number of adults</u>	<u>Overnight campers</u>	<u>Day-only campers</u>
4-5 years	2	5	10
6-8 years	2	12	20
9-14 years	2	16	25
15-18 years	2	20	25

- D. Aquatic ratios – All aquatic activities should be supervised by at least 2 adults. For boating activities, there should be one certified adult for every 20 participants. For swimming activities, there should be one certified adult for up to 25 participants. For more than 25 participants there must be an additional lifeguard and additional adult watchers may be added depending on the swimming level of the participants.
- E. Required certifications
1. Group **must** have an adult on site at all times who has a current CPR and first aid certification by a nationally recognized provider.
  2. **For all swimming activities**, group leader must provide an adult with a current 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 boating activities**, group leader must provide an adult with a current instructor rating in canoeing certification **or** a current lifeguard certification **or** other acceptable certification or license. **Boating activities** must also have an adult with 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 and watcher must be attentive to their responsibilities and located in appropriate locations to view the pool/lake. Posted safety rules should be reviewed with participants prior to using the pool/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 lifeguard instruction packet will be reviewed.
  6. **For challenge course, Alpine Tower and climbing wall**, arrangements may be made with appropriate camp staff to implement these programs.
- F. Food service and preparation – Camps do not provide food service, but will assist with making caterer arrangements when possible.
1. Refrigerators are provided in certain units at each camp. Group leader should check refrigerator temperatures prior to using.
  2. Basic cooking equipment is also available in the units. All cooking equipment and food preparation areas should be cleaned and sanitized prior to use. Instructions for sanitizing are posted in the units. A current Serve Safe certificate is necessary to use our commercial kitchens.
  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, paper products and cleaning supplies.

### 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. The dining hall is the evacuation locations should severe weather occur.
- C. Other potential hazards
1. In case of fire, contact the staff immediately. If a fire is detected by the staff, the walkie talkie 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 rattle snake) 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.

## 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.

The group is responsible for cleaning up after their time at camp. Clean up is guided by the checklist of items received in the confirmation packet. Group must be checked out by a camp staff member.

I \_\_\_\_\_ (Group leader name) have read all of the provided information and agree to follow the regulations and take responsibility for the participants in the group.

\_\_\_\_\_  
Group leader signature

\_\_\_\_\_  
Date



## HOLD HARMLESS AGREEMENT

The \_\_\_\_\_ (name of organization/company), hereafter referred to as the Organization, agrees to indemnify Girl Scouts Carolinas Peaks to Piedmont 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 Carolinas Peaks to Piedmont, 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 provide a Certificate of Insurance naming Girl Scouts Carolina Peaks to Piedmont as Additional Insured with a minimum general liability coverage of \$1,000,000.

This agreement is entered into by Girl Scouts Carolinas Peaks to Piedmont 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 Carolinas Peaks to Piedmont before premises may be used by the Organization.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(ORGANIZATION)

BY: \_\_\_\_\_  
(AUTHORIZED SIGNATURE, TITLE)



**DAMAGE/LOSS FORM**  
 (For Rental Groups)

Name of Rental Organization: \_\_\_\_\_ Facility: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Dates Used: \_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_ Day: (    ) \_\_\_\_\_ Night: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

DAMAGES/LOSSES	ESTIMATED REPLACEMENT COSTS	DESCRIPTION OF DAMAGE
<b>TOTAL COSTS DUE COUNCIL:</b>		

\_\_\_\_\_  
Signature of Person In Charge:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature/Verification of Camp Staff:

\_\_\_\_\_  
Date: