

## **POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES**

These Policy and Procedures have been established to provide consistency in the rental and use of Council Camp Properties.

### **PRE-RESERVATION APPLICATION**

All outside rental groups must submit a [Pre-Reservation Application](#) form BEFORE any reservation(s) will be accepted. Since the Pacific Skyline Council, BSA (PacSky) is a nonprofit organization it has to screen potential users to avoid jeopardizing our nonprofit status. Rental groups that have an approved [Pre-Reservation Application](#) on file AND have rented from PacSky within the last 3-years do not need to submit a new application.

#### Priority of Renters

- BSA Units and Councils
- Other Youth Serving Non-Profit Organizations
- All Other Organizations

### **RENTAL POLICY**

It is the intention that camps be rented to multiple users whenever possible. To that end Pacific Skyline Council will only rent the entire camp to rental groups that have a minimum 200 campers/users. Rental groups less than 200 users / campers who wish to rent the entire camp must make a request to the council and such request will be reviewed on a case by case basis. The determination of exemption of the 200 user rule will be by the Council Director of Outdoor Program / CFO whose decision is final.

Joint use areas are for the enjoyment of all camp users and are scheduled on a first come first served basis. However, if an area is booked and not being used, the Ranger or Camp Master may allow use by another rental group provided they meet any required special conditions for that area and pay the appropriate fees.

### **UPON ARRIVAL AT CAMP**

1. Rental group leader / representative (not the whole group) must check in with Ranger or Camp Master upon arrival
2. Upon checking in, inform the Ranger or Camp Master how many people (broken down by youth under 18 and adults over 18) will be in camp each day. The rental group is required to maintain a roster of individuals residing at camp during the rental period on hand in the event of emergency or evacuation
3. Review policies and procedures listed below
4. Complete a walk through with the Ranger or Camp Master of the area(s) to be used noting any damages. Rental groups are responsible for ensuring any preexisting damages or issues are documented by the Ranger or Camp Master. Any damages or issues discovered after the rental group's departure may result in additional fees being levied from the rental group
5. Designate a single contact for the rental group and an alternate that the Ranger or Camp Master may contact

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### RENTAL GROUP LEADERSHIP

1. Rental groups must have two (2) adults one of which must be 21 or older with the rental group while at camp at all times
2. Adult leaders must sleep in the rental group's rented camping area.
3. A single point of contact and an alternate must be designated to the Ranger or Camp Master at check in. The rental group shall use these persons to communicate with the Ranger or Camp Master
4. Youth groups shall have a ratio of 1 adult (21 or older) for every 10 youth or portion thereof with a minimum of 2 adults required
5. BSA units must follow BSA policy on leadership coverage

### CARE OF CAMP PROPERTY, FACILITIES, AND STRUCTURES

1. Must get permission from the Ranger before cutting or trimming live trees, shrubs and bushes
2. Fallen and dead branches on the ground may be collected for campfires
3. All equipment must be checked in and out with the Ranger or Camp Master
4. Water is in short supply. Please conserve. Report any leaks or breakages to the Ranger or Camp Master immediately
5. Smoking in designated area only and with a butt can of sand, water or dirt.
6. Users are expected to leave the campsites, areas, or facilities that they utilize in clean and working condition.
  - a. Picnic tables and other campsite furniture must be returned to its original location if moved by the group
  - b. Wilderness survival shelters (lean-tos, and etc.) or forts must be dismantled and scattered as part of campsite cleanup
7. Prior to checking out, each rental group is expected to clean the facilities used per the Ranger's or Camp Master's instructions. This includes disposing of garbage or recycling in the appropriate areas.
  - a. Users are responsible to take all garbage and recycling from areas utilized to garbage/recycling disposal area as instructed by the Ranger or Camp Master.
  - b. Separate recyclables from trash. Put into designated containers.
  - c. **Any non-standard recycling or garbage must be removed from camp by the user. This includes spent fuel canisters, broken camping equipment (including chairs, coolers, and etc.), and other irregular plastics, metals, wood, or concrete.**
8. Any rental group that does not leave the facilities in clean and working condition may be charged a minimum of a \$50 cleaning fee per facility.

### DAMAGE TO CAMP FACILITIES, EQUIPMENT, STRUCTURES

Campers and users are responsible for any damage to facilities, structures or equipment and will be billed for that damage. Please notify the Ranger or Camp Master if any damage is found upon arrival. Failure to report will result in camper / user accepting responsibility for any and all damages. The rental group's security deposit will be retained by PacSky to pay for any damages including leaving an area excessively dirty.

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**POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES****HEALTH AND SAFETY**

1. Rental group must provide first aid and medical supplies for their group
  - a. It is recommended each participant have a current medical release form on file and onsite with the rental group leader. This is required for BSA groups. The Pacific Skyline Council is not responsible for the medical needs or treatment of rental groups or their attendees
  - b. It is recommended that rental groups larger than 100 persons have a designated medical person ie: current First Aid and CPR certification or higher.
  - c. Renters that have used medical sharps while in camp are required to remove the sharps from the property and dispose of them as they normally would at home. Each camp has single use sharps disposal containers available. Please see the Ranger or Camp Master if you require a container.
2. All rental group vehicles must be parked in designated areas. No parking in fire lanes. Vehicles parked improperly may be towed at owner's expense. Vehicles shall be backed into parking spaces.
3. Rental group leaders are responsible for fire control, knives, axes, sticks, rocks, horseplay, etc.
4. NO PETS Except service animals for the disabled.
5. NO ALCOHOL OR ILLEGAL DRUGS PERMITTED ON CAMP PROPERTY.
6. To make arrangements for use of special program areas such as shooting sports ranges and pools contact the council office.
7. NO PERSONAL FIREARMS OR ARCHERY EQUIPMENT ALLOWED ON CAMP PROPERTY UNLESS PRIOR WRITTEN APPROVAL HAS BEEN OBTAINED BY THE COUNCIL DIRECTOR OF OUTDOOR PROGRAMS. COORDINATE WITH THE RANGER TO PROPERLY SECURE EQUIPMENT AT RANGE.
8. Amplified music or noise shall not happen between the hours of 10:00 pm and 7:00 am.
9. Rental groups are responsible for the safety and security of their campers while on camp properties. If problem(s) arise and are not taken care of by the rental group, the Ranger or Camp Master at his/her discretion may call in local law enforcement to remedy the situation.
10. In case of minor fire, medical issues, lost persons, or other emergencies, contact the Camp Ranger or Camp Master as soon as possible.

**COMMUNICATIONS, ELECTRONIC EQUIPMENT**

The Pacific Skyline Council, BSA will not assume any liability for lost or stolen cell phones, video games, and etc. brought to camp.

At Boulder Creek Scout Reservation cell phone reception is available in most of main camp.

At Cutter Scout Reservation there is only a landline phone at the Ranger's Office and the Troop Service Building. These are only available for emergency use by rental groups. Cell phone service is not available anywhere in camp. We recommend leaving cell phones at home or locked up in vehicles.

**POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES****CAMPFIRE & FUEL BURNING EQUIPMENT USE POLICY**

Upon arriving at camp the rental group leader (over 21) must see the Ranger or Camp Master and receive information on campfire use. The rental group's leader will be asked to sign that they have received this document and understand the rules as they apply to campfires.

- Camp fires are allowed only in designated campfire rings.
- Camp fires shall not exceed 2' above the campfire ring
- No firewood shall extend beyond the boundaries of the campfire ring
- NO CAMPFIRE shall be left unattended at any time
- ALL FIRES shall be extinguished and cold to the touch prior to sleeping or departing from a site
- Failure to follow these rules can lead up to termination of all camping rights and the rental group may be requested to leave camp immediately and will forfeit all fees paid.
- Camp Stoves, Lanterns, or similar devices shall not be left unattended while burning.
- The Pacific Skyline Council, BSA reserves the right to ban any and all sources of flames at any time based on current conditions.

**SPECIAL ACTIVITY AREAS**

Special Activities areas include Lakes, Pools, Archery Ranges, BB Gun/Rifle Ranges, Shotgun Ranges, and Kitchen Facilities.

These areas must have certified specialists who can run the specific area. Rental groups may provide their own specialists – subject to council approval – or the council may provide specialists, for additional fees and subject to availability.

Special Activity Area Personnel MUST check-in with the Ranger or Camp Master upon arriving at camp.

CURRENT proof of certification (ie Pocket Cards, Certificates) must be presented to the Ranger or Camp Master in order for a Special Activity Area to be used. NO CERTIFICATION = NO USE OF SPECIAL ACTIVITY AREA. NO EXCEPTIONS.

- Pool and Lake Area - BSA Lifeguard, BSA Aquatics Director, or Red Cross Lifeguard (or equivalent). The rental group must follow supervision ratios as specified in the [Guide to Safe Scouting](#).
- Archery Range - BSA Archery Range Master, USA Archery Level I Instructor, NAA Archery Basic Instructor, BSA Shooting Sports Director, or equivalent approved by the Council Shooting Sports Committee. The rental group must follow supervision ratios as specified in the [BSA Shooting Sports Manual](#).
- Rifle and Shotgun Ranges - NRA Range Safety Officer to run the range AND an NRA Instructor certified for the specific firearm(s) being used. The council does not provide targets, firearms, or ammunition. These must be supplied by the range users and comply with the regulations

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specified in the [BSA Shooting Sports Manual](#). Firearms must also be approved in writing by the council's Director of Outdoor Programs prior to the rental group's arrival at camp.

- Kitchen Facilities – It is required that those rental groups utilizing the kitchen facilities for group cooking have at least one person in the kitchen who is "Serve Safe" certified or equivalent. This is to protect the rental group from food borne illnesses due to improper food handling, preparation or serving.

### **SERVICE PROJECTS**

Camp properties require a large amount of time and care to maintain the properties. Rangers can only do so much. As stewards of camp properties, it is our duty to help maintain the properties so their splendor can be enjoyed for many years. Your help would be greatly appreciated by the council and by future users of camp. If your group feels a desire to help, contact the Ranger who has a list of service projects or your group can recommend your own. Some materials are available along with tools that can be checked out. One hour by each person in your group can add up too many hours of service.

### **CHECK OUT PROCEDURE**

1. Rental group Leaders accompanied by the Ranger or Camp Master should inspect camp site area and any other area or facilities used by the rental group before the unit leaves camp.
2. If leaders fail to have inspections made, the rental group will be held responsible for all damage or loss based on the Ranger's or Camp Master's inspection
3. Lost and found items should be taken to the Ranger

### **PAYMENT INFORMATION**

**Groups that are renting only portions of a camp** must pay all fees, based on the fee schedule, at time of reservation. Per person fees will be based on the estimate provided by the rental group but a minimum of fees equal to 50% capacity of all facilities rented on a per person basis is required. The Pacific Skyline Council reserves the right to change the fee schedule at any time and enforce the new schedule.

**Groups that are renting an entire camp** must pay a 25% deposit at the time of reservation. This fee will be used to reserve the camp.

- 90 days prior to arriving at camp an additional 25% deposit shall be paid.
- 30 days prior to arriving at camp ALL remaining reservation fees shall be paid to the council office plus the greater of \$200 or 10% of total fees as a cleaning/security deposit.
- For reservations made less than 30 days before arrival, the rental group must pay all reservation fees and the cleaning/security deposit in full to the council office before arriving at camp.

If payments are not received by the deadlines, PacSky reserves the right to cancel the reservation without notice and the rental group agrees that no refund of fees already paid shall be issued. All payments are non-refundable after payment is received but are part of the total fee, unless otherwise noted.

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If a rental group has more people than anticipated/estimated and/or stay longer than the reservation the rental group will be responsible to clear all additional costs prior to leaving camp. Failure to pay additional fees while at camp may result in a \$150.00 billing fee in addition to the costs of the additional persons or days.

Rental periods begin and end at specific times. Early arrivals will not be tolerated and are grounds for dismissal of the entire rental group and forfeiture of all fees. Furthermore, failure to depart the property by the agreed upon time may result in additional charges for a full day, to be calculated pro rata to the total fees due.

<b>STANDARD CHECK-IN/OUT TIMES</b>		
<b>Reservation Type</b>	<b>Check-In Time</b>	<b>Check-Out Time</b>
Overnight	4:00pm	1:00pm
Day Use	8:00am	10:00pm

Additionally, PacSky does not accommodate early arrival or late departure of equipment owned by renters. Equipment brought to the property by the rental group prior to the beginning of the rental period, without prior written authorization by PacSky management, may result in the cancellation of the reservation by PacSky. In that event, the renter agrees that all fees paid are forfeit. Equipment left by the renter on the property after the end of the rental period without prior written authorization by PacSky management, may result in the security deposit being retained by PacSky and/or additional fees levied. Any equipment owned by the renter that is left on the property more than 48 hours beyond the end of the rental period will be considered abandoned by renter and become the property of PacSky.

PacSky will accommodate one pre-use visit of the property for the purposes of tours and planning of renter's program. This visit must be scheduled with the PacSky main office, and the dates approved by PacSky management. Additional visits may be scheduled with an additional facility use agreement. Any such additional visits will be charged at the standard per person per day rate plus any additional fees for use of specific buildings and/or sites.

### **SECURITY DEPOSIT**

A security deposit is required for all non-BSA groups renting camp. A deposit of \$200 or 10% of the reservation fee is required whichever is higher.

Refund of a security deposit on file with the council office will be made within 30-days of leaving camp subject to the rental group receiving no additional charges. In the event damage or cleaning fees are levied, a listing of damages and their associated costs will be made available to the renter upon request. Any costs will be deducted from the deposit on file. If damages exceed the deposit on file the renter will be billed for the difference. The renting organization will not be allowed to reserve a new date until these charges are cleared.

**POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES****CANCELLATION AND REFUND POLICY**

[Read the Pacific Skyline Council's full payment and refund policy here.](#)

When PacSky takes a reservation the council is excluding others from using the facilities reserved.

**Statement**

The Pacific Skyline Council provides programs and other camping experiences to members of the BSA. These opportunities require the council to make financial commitments to vendors, employees, and others to ensure a rewarding and convenient experience. Additionally, reservations made for facilities or registrations made for activities/events removes availability from other users/customers.

**Payment Requirements**

To ensure the Council can provide the best service to its members, participant and rental fees are required to be paid in advance of the activity or rental.

Campsite rentals require a minimum payment of half of the total possible rental fees for the site for the rental period to reserve the site. All other facility rental fees require full payment to reserve the site.

**Refund Policy**

All payments are final. Refunds may be requested no less than 30 days prior to a rental reservation.

**Facility Rental Cancellations**

Facility rental fees are final. Renters that cancel their reservations 30 days or more prior to the arrival date may receive a refund of the total rental fee less a 15% administrative service charge OR may transfer 100% of their rental fees to a different rental in the same calendar year.

No refunds or transfers will be given for cancellations, refund requests, or transfer requests made less than 30 days prior to the arrival date. Any/all refund requests must be made prior to 30 days in advance of the rental date.

**Cancellation by the Council**

If the Pacific Skyline Council cancels a rental reservation prior to the rental period, a full 100% refund will be issued (including any deposit money). No refund will be given for unpaid rental fees.

Pacific Skyline Council reserves the right to cancel any reservation at any time including during the rental period.

Facility rental reservations canceled during a rental period due to issues under the control of the renter will result in forfeiture of all fees and may incur additional fees being leveled.

**NOTE: It is the responsibility of the renter to assess weather conditions and make appropriate decisions. Renters cancelling due to weather will not receive a refund. All refunds are subject to a 15% cancellation fee. No refund will be given to cancellations received less than 30 days prior to the start of a rental reservation.**



## **POLICIES AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES**

### **CLOSURE OF FACILITIES**

The Pacific Skyline Council reserves the right to close any and all facilities at any time for any reason. In the event a facility is closed by the council for reasons beyond a renter's control, the council will refund 100% of the rental fees for closed facilities EXCEPT THAT renters that have rented a full camp property will not receive a refund for individual facilities on that property being closed. Renters that have rented a full camp property have already been provided a special package rate for the property per the fee schedule and therefore will not be refunded for individual facility closures. E.g., a pool closure will not result in a refund for renters renting a full camp property.

### **CHARGES BY OUTSIDE AGENCIES**

Any costs associated with services provided by outside agencies, e.g., sheriff, fire, medical, ambulance, life flight, food service providers, vendors, towing, or similar agencies / services are the responsibility of the rental group. Pacific Skyline Council assumes no responsibility for these charges.

### **INSURANCE REQUIREMENTS**

All non-BSA renters are responsible to provide a Certificate of Insurance with a minimum of \$2,000,000 CSL (combined single limit) with Pacific Skyline Council, BSA and the Boy Scouts of America, named as additional insured, thirty (30) days written notice of cancellation, and the period of time involved.

### **DISABLED ACCESSIBILITY**

While every effort is made to make the camp properties and facilities accessible, not all campsites, facilities or activity areas may be accessible. Every effort will be made to make the camp experience enjoyable. Renters with disabled persons are encouraged to visit the camp properties before making reservations to ensure their group can function at camp.

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ACKNOWLEDGEMENT OF POLICY AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES.

Retain the first eight pages for your records.

Retain a copy of this page for your records

Please fill out the information below, sign and return this page with your rental agreement (BSA renters may submit at camp) and other required paperwork to:

Pacific Skyline Council, BSA
Attn: Camp Reservations
1150 Chess Drive
Foster City, Ca. 94404

It is the renter's responsibility to read and understand these policies and procedures.

I have read this policy and procedures document and acknowledge its contents. I accept responsibility of all costs as outlined in the rental agreement or online reservation and fee schedule and I understand the refund / cancellation policy.

Rental Group Name: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ to \_\_\_\_\_

Camp: [ ] Boulder Creek [ ] Cutter [ ] Oljato

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

Pacific Skyline Council Contact Information

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