

**SUWANNEE RIVER AREA COUNCIL
APPLICATION FOR FACILITIES AND/OR EQUIPMENT USE**

When completed, bring or mail to the Council Service Center, or email to slewis@suwanneeriver.net , or fax to 850-575-6991

Date of Application: [redacted] Date(s) of camp usage: [redacted]

Anticipated arrival time/day: [redacted] Anticipated departure time/day: [redacted]

Sites/Facilities/Equipment Requested:

[redacted] [redacted]
[redacted] [redacted]

Unit Type: [redacted] Unit #: [redacted] Council: [redacted]

Unit Leader: [redacted] Day Phone #: [redacted] email: [redacted]
Print Name

Address: [redacted] City: [redacted] St: [redacted] Zip: [redacted]

Ass't. Leader: [redacted] Day Phone #: [redacted] email: [redacted]

Contact person: Name [redacted] email: [redacted]

Address: [redacted] City: [redacted] St: [redacted] Zip: [redacted]

If not a Suwannee River Area Council unit, please provide the following insurance information:

Unit Insurance Company Name: [redacted] Policy Number: [redacted]

I/we accept the responsibility for the observance by all members of our unit or group, the policies and procedures governing the use of the facilities or equipment as stated on this permit and in the Guide to Safe Scouting, #33416D. I/we also accept financial responsibility on behalf of the unit listed above for any damages caused to facilities or equipment by members of my/our unit during our stay, as determined by the Camp Ranger &/or authorized personnel.

Unit Leader Signature: _____ Date: _____

For Council Use Only:

Date of Issue: [redacted] Issued by: [redacted] Tour permit # [redacted]

Usage Fee Due: \$ [redacted] Deposit Required: \$ [redacted] Total Amount Due: \$ [redacted]

Amount paid: \$ [redacted] Receipt #: [redacted] Date: [redacted] Rec'd by: [redacted]

Balance due to Service Center prior to arrival: \$ [redacted] Confirmation sent by: [redacted]

For Ranger/Campmaster Use Only:

Check-in time/date: _____ Balance paid upon arrival: _____ Field Receipt #: _____

Check-out time/date: _____ Key # issued: _____ Issued to: _____ ret'd? (Y/N): _____

Actual number of youth campers: _____ Adults: _____ Visitors: _____ Vehicles: _____

Vehicle pass(es) issued to (model/color): _____

Comments: _____

This certifies that the above unit left the facilities, equipment, campsites, etc. in satisfactory condition and complied with all SRAC camp usage policies and procedures except as noted above or indicated on the check-in/check-out form.

Signature of Campmaster or Ranger: _____ Date: _____

**SUWANNEE RIVER AREA COUNCIL
PERMIT FOR FACILITIES AND/OR EQUIPMENT USE**

POLICIES & PROCEDURES FOR USE OF FACILITIES AND/OR EQUIPMENT

These Scout Facilities are operated and maintained for the purpose of providing Cub Scouts, Boy Scouts, and Venture Scouts, and their leaders a positive experience in camping and enjoying God's creation of the out of doors and natural environment. Therefore, the welfare of the youth members shall be first in all matters related to the facility and equipment operation. The code of conduct will be the Scout Oath and Law and the current copy of Guide to Safe Scouting, #34416. These rules shall apply to all outside groups as well.

1. Units shall register in council office to use facilities and/or equipment minimum 10 days prior to event or reservation will not be approved.
2. Each group must report to the Camp Ranger or Campmaster upon arrival. This shall not be later than 9:00 PM or earlier than 7:00 AM unless special arrangements have been made in advance with the Camp Ranger. Check out time is 12 Noon unless prior arrangements are made. Weekend camping check-in time is between 4 and 9 PM on Friday evening. In case of cancellation, Camp Ranger should be notified.
3. Packs, Troops, Posts, or other groups must have at least two adult leaders over 21 years of age in attendance at all times. Leaders have full responsibility for campers in all phases of their activities at all times.
4. The Ranger or Campmaster will not interfere with activities of campers except in violation of camp rules, safety hazards, or un-Scoutlike conduct. They will report violations to the leader in charge, who, in turn will see that rules are strictly observed. However, if circumstances warrant, in their sole opinion, the Ranger or Campmaster can expel the entire group from the facility.
5. All vehicles must stop and remain at parking lots unless special permission is obtained from Camp Ranger or Campmaster. All vehicles must remain in designated parking areas during events. Do not drive or park off of any roadway or parking lot. The SRAC BSA vehicle policy will be strictly followed and enforced.
6. Any unit or group using pool or other swimming areas must have an adult 21 years or older with Red Cross Lifeguard or BSA Lifeguard in charge and on duty at all times when anyone is in or near the water. A leader must have a current Safe Swim Defense Card. Any group using waterfront areas or pool must have the BSA SafeSwim Defense in effect. No swimming except in designated areas.
7. Fishing is permitted in accordance with State Fish and Game Laws. Campers shall use the buddy system when fishing. No fishing in swimming or boating areas.
8. A current Safety Afloat Card must be held by a leader and presented before checking out canoes, kayaks, or rowboats. **Life jackets must be worn at all times while in canoes or other boats.** When groups are using boats, all requirements in #7 above must be met. Canoes, boats, etc., cannot leave camp facility without written permission from scout executive.
9. NO HUNTING ALLOWED!
10. Personal firearms are not permitted on Scout facilities. Only camp-owned and/or controlled firearms are allowed under the direction and control of a NRA certified instructor who is approved by the council office.
11. COPE courses can only be used under the on site direct supervision of a COPE director or instructor certified for the events. Groups that wish to use the COPE course must make arrangements with the council office to have COPE certified directors/instructors certified in compliance with SRAC BSA and National Camp School requirements on site.
12. NO alcoholic beverages or illegal drugs permitted on any facility.
13. Leave all pets and animals at home. No pets allowed on BSA property except trained guide assistance dogs.
14. The reservation holder will pay for damages. They will be charged actual repair or replacement costs and 10% handling fee.
15. All units are responsible for their garbage or trash. After collecting all trash, make arrangements to haul it to your local landfill or a proper disposal site. (Pack in and pack out everything – Leave No Trace).
16. The Camp Ranger or Campmaster shall inspect your areas and buildings before you leave. Please leave your area cleaner that you found it. Failure to have inspection successfully completed before departure will result in forfeiture of deposit
17. The camps will be closed to everyone on Mondays except summer camp season. The camps will be closed on the following holidays: Christmas Eve, Christmas Day, New Year's Day, Easter weekend, Thanksgiving weekend and other dates as designated in the Council Calendar.
18. Groups not chartered by the Boy Scouts of America must sign a Hold Harmless Agreement and provide insurance certificate to demonstrate coverage in compliance with BSA National Guidelines.
19. Do not modify, change, or rearrange any of the property. The facilities must be kept in good condition to be able to continue to be mowed and maintained properly. Any changes to any facility or property or structure must be approved by chair of SRAC BSA Properties Committee before modifications are started.
20. The dining hall kitchen can only be used under direct on site supervision of certified SRAC BSA kitchen staff member.