

Camp Property Guidelines & Policies For Council Owned Properties

Girl Scouts of Northern Indiana-Michiana owns and operates many properties. We have set the following policies for each rental group's safety and the protection of our property. We ask each group's cooperation and leadership in informing everyone in your group of these rules. We extend our trust to all that enter our properties and feel confident this trust will not be violated. Reasonable care and common sense should be used at all facilities

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

All user groups are prohibited from possession and use of any alcoholic beverages, marijuana in any form, or illegal drugs on the Council property.

CAMP COURTESIES

Use only the buildings or tents rented by your group. Do not enter another camp unit being used by others without their permission. Unit quiet time begins at 10:00 p.m. (noise travels great distances at night) and ends at 8:00 a.m. Contact the Site Manager in emergencies.

CAMPER SUPERVISION RATIOS FOR YOUTH GROUPS

The camper/adult ratios listed below and a minimum of two adults is always required for Girl Scout groups and recommended for others. Adults must be 18 years of age or older. We recommend groups use an appropriate screening policy for all adults with responsibility or access to youth. At minimum, we recommend a voluntary disclosure statement and a check of the national sex offender public website (www.nsopw.gov). Please contact us for more information. We recommend the following adult/youth ratios for general activities, some specialized activities and campers with special needs will need a higher ratio. What follows addresses both American Camping Association (ACA) and Girl Scout guidelines:

YOUTH AGE/grade	NUMBER OF ADULTS	CAMPERS	1 additional adult for every:
7 YRS (1 st grade) and Younger	2	6	4
7-9 YRS(2 nd and 3 rd grade)	2	12	6
9-14 YRS(4 th to 8 th grade)	2	16	8
14-18 YRS (9 th to 12 th grade)	2	20	10

CERTIFIED FACILITATORS

The following activities require a certified instructor: sailing, canoeing, kayaking, swimming, archery, ropes courses, riflery, climbing/rappelling wall, etc. If interested in these activities, please reserve activities through our reservation system at the time of your rental. Applicable policies and manuals currently in place are available. If your group has already committed to one of these activities, the appropriate policies and procedures for that activity are included with this mailing. If a member of your group is certified in the activity, please submit a copy of the certification with your reservation. Your certified adult will be required to follow site specified policies. Activities available vary by site.

CHECK-IN/CHECK-OUT

Check-in/Check-out times for day rentals are dawn to dusk. Check-in/Check-out times for overnight rentals are 3:00 PM to 2:00 PM. Exceptions may apply Monday –Thursday.

CLEANING

It is expected that every group will leave their unit cleaner than they found it, even if they didn't use something. A cleaning checklist is provided on the campsite rental form. Furniture and all equipment found in any unit, room or building is not to be removed, traded to other areas, or taken outside. Beds should not be moved. **No item(s) shall be affixed to any floor, wall, or ceiling surface without the approval of the site manager. This includes the display of pictures, personal effects, and decorations via nails, hangers, tape, or other methods.**

COMMERCIAL KITCHEN TRAINING

All Girl Scout and outside groups must complete a training prior to using any commercial kitchen equipment. Please contact Site Manager directly to schedule appointment. (See also Food Preparation Section)

DAMAGE

A minimum fee of \$25.00 will be charged for each violation/occurrence including excessive cleanup. Vandalism is absolutely prohibited. Examples include but are not limited to: carving/painting/defacing trees, rocks, tents, picnic tables, benches or buildings. Cutting live trees, picking wildflowers or damaging nature in any way is not allowed. Groups will be charged a penalty twice the cost of repair or replacement for all damage resulting from vandalism, abuse or deliberate destruction.

EMERGENCY PROCEDURES

Specific emergency procedures are located in the front of the Unit Notebook on site. PLEASE READ THEM!

In case of emergency, groups are responsible for calling 911. It is recommended that all groups bring a cell phone and to inform the group participants or parent to call you on that number if they need anything. All properties are serviced by local EMS who will provide emergency transportation. Contact the Site Manager after calling 911. After an accident/emergency, complete an accident report form found in the Unit Notebook or contact the Site Manager. In the case of bad weather, groups should seek shelter in the nearest building. Site Manager will go over site specific information upon check in, which can also be found in your unit notebook. In case of utility failure, contact Site Manager.

FOOD PREPARATION

Safe food practices must be used in kitchens and outdoor cooking. Food should be prepared and stored in clean, secure areas. Food handlers should wash their hands thoroughly before handling food. Use only clean and sanitized utensils and equipment during food preparation, clean and sanitize food contact surfaces before, during and after each use, and minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F. If your unit has a refrigerator, please check the thermometer in the unit daily. It should not exceed 40°F. If it reads over 40°F, please contact the site manager immediately. Dishwashing procedures need to be followed also for outdoor and indoor cooking. Wash in warm (100°F) soapy water, rinse in warm (100°F) water, sanitize (1TBLS bleach to 1 gal water), and air dry. Some facilities have commercial dishwashers with specific procedures. The site Manager will inform you of those.

FIRES

Groups may build fires only in fireplaces and established fire circles. Do not leave fires unattended. A pail of water, a camp shovel or a rake should be placed at the side of all fire circles. Liquid fire starters may not be used anywhere. Partially burnt logs and ashes must be soaked and left in the fire circle. The next group will clean out your ashes. *Do not stack partially burnt logs or ashes against buildings. No open flames (candles, etc.) may be inside of tents or buildings.* Please do not burn garbage, aluminum foil or cans, or any unnatural woods (i.e. treated lumber, painted, varnished, glued, plywood, laminates, with nails, etc.) Due the threat of invasive insects, group should not bring their own firewood into camp. It will be provided as part of the rental fee.

FIRST AID

Groups are responsible for providing first aid supplies and a person certified in First Aid and CPR from a nationally recognized agency. Universal precautions, taught in basic First Aid, should be practiced for all participants. Please report all incidents/accidents/ injuries/illnesses to Site Manager through Accident/Incident Report Form in Unit Notebook.

GARBAGE

All garbage should be contained in appropriate garbage bags. Groups should remove all garbage from their area and take to the dumpster. Do not leave any garbage bags outside overnight or after you leave. Garbage disposal differs by site, contact site managers for appropriate site procedures.

GOLF CARTS/UTILITY VEHICLES

Council owned golf carts or utilities vehicles such as 'mules or gators' can only be operated by council staff. Designated volunteers over the age of 18 who possess a valid state driver's license may also operate these vehicles with site manager approval. If additional transportation is needed via golf carts, they should be provided by the group following the guidelines above.

HEALTH INFORMATION

We recommend that the group have for each person a health history and a parent permission slip for all minors without a parent on site. This information should include names/addresses of all participants, emergency contacts and phone numbers, a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation, and a signed permission to seek emergency treatment for any minors. Please contact us if you would like sample forms.

HIKING

Hiking should take place on roads or established trails only. Groups should not trespass on private property.

ICE SKATING/SLEDDING

No ice skating or walking on the ice is allowed on camp lakes or creeks. As conditions allow, ice skating may be allowed only at the retention ponds at Camp Logan, please check with site manager for availability. Sledding is allowed only at Camp Soni Springs in designated areas. The Site Manager will know areas designated for sledding. These areas may change with weather conditions and snow depth.

INSURANCE

- A. Non GSNI-M groups must provide the following evidence of insurance **prior** to use of the facilities:
 1. Certificate of Comprehensive General Liability Insurance including contractual liability for bodily injury and property damage in the amounts as follows:
 - i. General Liability - \$1m per occurrence/\$2m Aggregate
 - ii. Auto - \$1m combined single limit (if appropriate)
 - iii. Workers Compensation – 500/500/500 (See #3 below)
 2. The certificate should also include the council as additional insured.
 3. If the organization employs staff on the above-describe premises, Worker's Compensation will be necessary.
 4. The Non GSNI-M user group must provide their own health and accident insurance for their group as Girl Scouts of Northern Indiana-Michiana is not responsible for providing this coverage. *The Council assumes no responsibility in the event of bodily injury to an attendee.*
- B. Participants who are members of Girl Scouts of Northern Indiana-Michiana and are participating in an official Girl Scout event are covered for General Liability insurance and accident insurance for any event lasting 3 days and 2 nights or less. Nothing additional is required. Groups will need to purchase additional insurance for any event lasting longer than this or for non-member participants, such as parents who are not registered Girl Scouts.

KEYS

Buildings will be unlocked upon arrival. See site manager for keys if needed.

MICHIGAN STATE CAMP RULES

To comply with Michigan State Camp Rules, Camp Soni Springs has an additional set of requirements for any event lasting 5 or more days. Any GSNI-M activity held at Camp Soni Springs during June, July and August or an event lasting 5 or more days during the membership year must be directed by a Camp Soni Springs approved Director. The Director must be trained and agree to follow all GSNI-M Camp Soni Spring's procedures and policies and Michigan State Children's Care Laws. Non GSNI-M groups must also follow Michigan State Camp Rules by acquiring and providing us a copy of their Michigan State Program License.

OFF-ROAD VEHICLES

Cross-terrain vehicles cannot be driven around the camps and if in camp, must remain parked in camp parking lot. Bicycles must be used only on the roads.

ORIENTATION

To ensure the safety and security of all groups, each group leader must make arrangements and schedule an orientation with the site managers upon arrival at each site. A part of this orientation will include the submission of the Site Rental Emergency Contact List, which will be retained by the site manager during the group stay. **GROUP ACTIVITIES CANNOT BE STARTED PRIOR TO THIS ORIENTATION.**

PERSONAL SPORTS GEAR

The user group agrees that Girl Scouts of Northern Indiana-Michiana will not be held responsible for any of the user's property, or any of the property of members or guests, which may be lost, damaged, or stolen on site, or from any loss due to fire, or other casualty, during user's occupancy.

PERSONAL PROPERTY REGULATIONS

Generally all rental groups are prohibited, unless prior arrangements have been made from possession and use on council property of: *flammable, explosive, or poisonous materials; power tools; weapons of any kind; shooting sport equipment; fireworks or firearms and ammunition; animals or pets, except those aiding people with disabilities.*

PROGRAM

The Council has the option of requesting a program outline and discussing this outline with the representatives of the group. The staff person in charge at the site reserves the right of entry to all-camp buildings and property during rental use.

SAFETY

Campers and/or group participants (youth and adults) should walk around camp. Vehicles should only be used for arrival, departure, disabilities or emergencies. With the exception of swimming, boating or bathing, everyone should wear closed toes shoes for safety.

SECURITY

Security procedures can be found in Unit Notebooks. Please review these procedures with accompanying adults and youth upon arrival at the facility. Youth groups are encouraged to always incorporate the buddy system for risk management.

SMOKING

Smoking is prohibited on Council-owned properties except in designated areas that are away from children and nonsmokers. Please see Site Managers for appropriate locations. All camp structures, trails and tents are smoke free.

TELEPHONES

Groups are encouraged to bring cell phones and to inform their group participants of that number so that participants or others attempting contact with the group can use that cell phone number. Each property has varied cell phone service. Outgoing phone calls may be made from most buildings using a credit card, collect dialing or calling card. Tent units do not have phones at this time. Contact information for the Site Manager will be given to the group upon arrival.

TERMINATION OF RENTAL

Girl Scouts of Northern Indiana-Michiana has the right to eject any group or group members who cause any undue disturbance to camp or other campers without any refund of fees. Furthermore, the Council reserves the right to revoke privileges of the reserving organization, or the privileges of any of its members or guests in the event their conduct becomes, in the Council's judgment, injurious or potentially injurious to the personnel, facilities, image of Girl Scouts of Northern Indiana-Michiana, or is not in conformance with the "Guidelines and Policies."

TRANSPORTATION

Please slow down when you enter camp and respect the posted 10-MPH speed limit.

The camp roads are primarily used for walking and are narrow and curvy. A reasonable number of vehicles may drive to the units/areas that are rented, and check with site manager for additional parking space if needed. Groups are encouraged to keep an adequate number of vehicles on site or make other arrangements to transport participants (not stuff) off site if emergency evacuation is needed. If this is not possible, please check with the site manager for additional support. Transportation is prohibited in non-passenger vehicles, i.e.: backs of pickup trucks, wagons with no seats, or other similar vehicles.