

# GIRL SCOUTS OF WESTERN WASHINGTON

## Site Reservation Policies

### Camp Site Season:

Note that camp openings are subject to change based on weather and staffing restrictions.

**Camp Evergreen** - available for rental from April 1<sup>st</sup> to October 11<sup>th</sup>

**Camp Towhee** - available for rental from April 1<sup>st</sup> to October 11<sup>th</sup>

### Camp River Ranch

**Indoor Units** - Open the first full weekend of January through the second full week of December.

**Outdoor Units** – Open the second full weekend of March through the second full week in November.

### Camp Lyle McLeod

**Indoor Units** – Open the first full weekend of January through the second full week of December.

**Outdoor Units** – Open the second full weekend of March through the second full week in November.

### Camp Robbinswold

**Indoor Units** – Staff House, Glade, Upper Health House, and Lower Health House are available the first full weekend of January through the second full week of December. All other indoor units will follow the outdoor unit pattern.

**Outdoor Units** – Open the second full weekend of March through the second full week in November.

### Camp St Albans

**Indoor Units** – Skogly Lodge and Okashi Nokoya Lodge are available the first full weekend of January through the second full week of December. All other indoor units will follow the outdoor unit pattern.

**Outdoor Units** – Open the second full weekend of March through the second full week in November.

### Holiday Closures:

All sites will be closed to recognize the following Holidays for the three-day weekend:

Martin Luther King's Birthday

President's Day

Memorial Day

Juneteenth

Veteran's Day

Thanksgiving Day through Sunday

Christmas (2 days) and New Year's Day will typically be part of the end of year holiday closure listed below.

\*The organization retains the option of closing for the end of year holidays to coincide with the school closures and reopening after New Year's Day. This time will be treated as holiday pay. If a non-exempt employee works during the holiday break, they will be compensated for the time worked in addition to the holiday pay.

**Site Use is defined as:**

**Day Use** – Is the rental of units from 10:00 am till 6:00 pm. These units are to be used the same as they would be as an overnight unit.

**Overnight Use** – Is the rental of a unit starting at 3:00 pm on the first day of the reservation and checking out no later than 2:00 pm on the of checkout.

**Program Areas** – This is in reference to swimming docks, boating docks, archery field, and program shelters. These areas are rentable from 10:00 am to 6:00 pm.

**Cancellations and Refunds:****Cancellation Request**

A written request is required for all camp registration changes or cancellations. Your request must be submitted at least three weeks prior to the start of your camp session to receive a refund for camp.

Please send your cancellation request to the Camp Site Reservation Team at [sitereservation@girlscoutswv.org](mailto:sitereservation@girlscoutswv.org) and include your name, camp location, dates, and reason for cancellation. Your request will be processed in the order in which it is received, and you will receive an email confirmation once your request is complete.

Cancelled camp spots cannot be gifted or transferred to other campers. All cancelled camp spots will be opened to the public for enrollment.

**Refunds**

Your written cancellation request must be received at least three weeks prior to the first day of your camp reservation to receive a refund. Cancellation requests submitted less than 3 weeks from the start of your camp reservation are not eligible for a refund.

**Cancellation Request Per Medical/Family Emergency**

If you need to cancel your reservation and request a refund due to a medical or family emergency less than three weeks from the start of your camper's session, please follow the steps above for a Cancellation Request and include a physician's note in your request to the Camp Registrar. Refunds for family and medical emergencies are given at the Camp Director's discretion.

**Cancellation Due to Hazardous Weather or Unit unavailability by council**

Many activities at camp can still be done in the rain. If any weather, including heavy rain, lightning, or heat, causes an unsuitable environment for scheduled activities those activities will either be canceled or if possible rescheduled for your time at camp. In the event that you add on activity cannot be rescheduled, our camp staff will inform Site Reservation of your need for a refund.

If we cancel your reservation all attempts will be made to reschedule you at a time that works for your group, if we cannot find another acceptable time a full refund will be provided to you.

## **Payment Due Dates and Deposits:**

### **Final Payment Due Date**

Your final payment is due 10 days from your reservation request date. **If you do not make your final payment by your due date**, your reservation will be cancelled due to non-payment. In the event of your reservation being cancelled due to non-payment, any partial payments made towards your reservation can be refunded upon cancellation.

### **Late Registration**

***If you submitted your reservation request less than three weeks from the start of your reservation, your full payment is due immediately.*** Please contact our Camp Site Reservation Team at 1-800-541-9852 to make your payment over the phone or through the ActiveNet system.

### **Damage Deposit**

GSWW reserves the right to charge a refundable damage deposit for all rentals that are determined to be high risk events that may take place on GSWW properties. These events will be presented an itemized list of charges and refunded within 30 days of event.

## **Insurance Information/Liability Waiver:**

### **Insurance requirements for large outside organization or groups**

(A) A certificate of liability insurance with an insurance company rating B+ or VII or greater by A.M. Best or equivalent by Standard and Poors or Dun & Bradstreet with a minimum of \$1,000,000 combined single limit with Girl Scouts of Western Washington named as additionally insured. Thirty Day written notice of insurance cancellation and expirations dates required.

(B) A copy of the user group's Articles of Incorporation.

(C) A copy of the determination letter establishing nonprofit entity qualification for property tax exemption under chapter 84.86 RCW, or tax-exempt status with the Department of Revenue.

(D) A certification that Workers Compensation and employer liabilities are covered by insurance if the organization employ's staff that will attend the event.

## **GSWW Site Rental Policies:**

1. Arrival and departure from the facilities by persons, equipment and supplies must comply with the dates set forth in the agreement. The User Group shall ensure that an informed and qualified adult shall be present at the time of check-in and check-out of user group. The camp site manager or other authorized GSWW personnel or designee will provide an orientation to the user group covering safety procedures and reviewing camp policies upon arrival.

2. No facilities shall be used for more than the capacity as shown in the agreement, including sleeping quarters. The facilities are rated for maximum allowable capacity under State of Washington health codes.

3. The facilities shall be under the supervision of the GSWW Site Manager or his or her designee, who shall have the authority to restrict use of buildings or areas within the camp when, in his or her sole opinion, adjustments are necessary for the safety & comfort of the user group, or when such use may be detrimental to the grounds, the buildings or general operation of the camp or facilities.

4. The facilities shall be subject to inspection at any time by the site manager, or his or her supervisor or designee, by state and county health officers, and by law enforcement officials.

5. The user group shall not alter, construct, remove, destroy, improve or otherwise change any of the buildings and facilities in camp without prior approval by the site manager or his or her designee. No timber, trees, shrubs, or flowers shall be cut, damaged, destroyed or otherwise changed. The user group will use established trails, paths, and roads at all times.
6. Facilities and equipment shall be maintained in a neat, orderly and sanitary condition at all times, and the user group shall leave the site in a clean condition at the end of occupancy.
7. House trailers and recreational vehicles shall be allowed on the property upon written approval granted by GSWW at the time the agreement is signed. Approved house trailers and recreational vehicles must remain in those areas designated by the GSWW Site Manger or his or her designee.
8. Automobiles and other motor vehicles must remain on designated roads within camp and shall be parked only in the parking lots or designated parking areas. Sites are limited to 1-2 vehicles depending on location, additional parking is available in designated parking lots. Posted speed limits shall always be observed within camp. Transportation of persons in vehicles not designated for passengers is prohibited. Transportation of passengers in an open bed truck is prohibited. Driving through camp is prohibited except to travel to and from your rental site upon arrival and departure. Transportation within camp for visitors with ambulatory limitations may be allowed with advance notice.
9. Electric appliances, other than those provided by GSWW, are prohibited unless permission is granted by the GSWW Site Manager or his or her designee. Such prohibited appliances include, but are not limited to, televisions, soft drink coolers, frying pans, toasters, electric heaters, and electric blankets.
10. Outdoor fires shall be limited to those areas provided specifically for that purpose, except as otherwise approved by the GSWW Site Manager or his or her designee. No fire shall be left unattended. Proper protocol shall be followed to assure all campfires are fully extinguished before leaving the area.
11. No pets, firearms, ammunition, poisonous substances, explosives, fireworks, or controlled substances are permitted on the camp site. Alcohol and legal / illegal intoxicating substances are prohibited on camp properties.
12. Service Animals are permitted but must remain under control of the handler unless performing a trained task. The handler will ensure the clean-up of all animal waste. Please notify our staff in advance if you will be traveling with a service animal.
13. Gasoline or propane stoves and lanterns must be operated under the supervision of an adult. Flammable fuels must be stored in original containers with contents clearly marked and only used for their intended purpose.
14. All user groups must follow dish washing procedures and standards as posted in kitchen areas.
15. Emergency transportation is not made available to user groups by the camp. Families must always have a designated vehicle on site. Emergency Services via 911 telephone dialing is available.
16. User groups are responsible for providing their own first-aid if needed. It is the responsibility of the user group to bring and securely store first aid supplies.
17. Personal sports items such as baseball gloves and frisbees are permitted at owners' discretion, with no implied or actual liability or responsibility of the camp and/or GSWW.
18. Program areas are closed unless participating in scheduled program. Due to American Camping Association safety regulations, archery, swimming, and boating are prohibited unless participating in scheduled program under the supervision of trained staff or volunteers.

19. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

Girl Scouts of Western Washington (“GSWW”) is committed to taking precautions to mitigate that risk as well as to following applicable federal, WA State, local and GSUSA COVID-19 directives, and guidelines. Our council is also committed to having in-person activities as allowed and in accordance with those mandates. GSWW’s operations and programs occurring while COVID-19 is circulating in our community may expose our members, volunteers, and employees to the risk of infection. GSWW cannot prevent you from becoming exposed to, contracting, or spreading COVID-19 while attending (which includes being present in any capacity) any GSWW in-person programming. Therefore, any interaction with others in connection with in-person programming may expose you and your family to and increase your risk of contracting or spreading COVID-19. GSWW has put in place preventative measures to reduce the spread of COVID-19 at its in-person programming; however, GSWW cannot guarantee that you will not become infected with COVID-19.

By participating in these in-person activities, participants will be viewed as: 1.) Understanding that COVID-19 is a highly contagious virus, easily spread including through in-person contact; 2.) Acknowledging that GSWW cannot guarantee that infection will not occur; 3.) Choosing to accept the risk of contracting COVID-19 for the participant and their family in order to attend the in-person activity; and 4.) Agreeing to release GSWW from responsibility in the event of COVID-19 infection. Participants who do not agree to these statements should not join in-person GSWW activities.