

RESERVATION FOR CAMP GINGER CASCADES GSCCVA GIRL SCOUT TROOPS

Reservations will be accepted no more than **nine (9) months** in advance of the date requested, and **must be in writing and include a security deposit**.
 Submit completed form with Security Deposit to: GSCCVA, 530 4TH STREET SW, HICKORY NC 28602
Please call in advance if cancellation is necessary at (828) 328-2444.

Responsible Adult Attending Event (Name)—User _____
Address-Street _____ **City** _____ **State** _____ **Zip** _____
Daytime Phone _____ **Evening Phone**(____) _____ **E-mail** _____
Troop/Group # _____ **Service Unit** _____ **Level: (please circle) DA BR JR CD SR ADULT**

As the adult in charge of the group. **(Please initial by each statement or your form will be returned)** **Please Initial**

1. I have read the **Camp Ginger Cascades Policies, Procedures and Regulations** and agree that our group will comply with all of them. _____
2. I will conduct an orientation to the facility including safety procedures and regulations with all the members of the group - children and adults. _____
3. I will submit a list of **all overnight** participants – names and addresses, emergency contact names and numbers, known allergies or health conditions requiring treatment, restriction or accommodation while on site and for minors a signed permission form to seek emergency treatment. _____
4. I will enforce and notify all drivers of the transportation and parking policies of the camp, especially 1 car per unit. _____
5. I will have a qualified first aider/CPR adult and certified troop camp adult on site with us at all times. _____
6. I will be responsible for the behavior, supervision and management of the group and program activities. _____
7. I will notify the camp ranger of any changes in check in and check out times in a timely manner, including changes in arriving/departing on time. _____
8. I indemnify the Council, Board and Staff of any and all expenses incurred by user in the use of said premises and shall promptly pay for all costs. _____

I understand for the privilege of using the site, there is a security deposit of \$50.00 plus use fees. I will make the payment for the use of camp 3 weeks prior to using the site or will pay a penalty of a 10% late fee in addition to the use fees and security deposit. I understand the penalty for not following the procedures and regulations of Camp Ginger Cascades or failing to meet all conditions of the agreement as stated here and in the Camp Ginger Cascades Policies, Procedures and Regulations are loss of use, loss of deposit, and/or an additional fee or labor for costs incurred from the group using the site. This agreement is only valid for the dates approved.

Payment Due	
Security Deposit	\$50.00
Facility Total	+ _____
Program Total	+ _____
Total Amount Due	_____
Make Check Payable to: GSCCVA	

Adult in charge _____ **Signature** _____ **Date** _____

Date Requested	From: Month/Day/Yr	To: Month/Day/Yr	Arrival Time	Departure Time	Approved
1 st Choice	/ /	/ /	AM/PM	AM/PM	
2 nd Choice	/ /	/ /	AM/PM	AM/PM	

(Y) Facility Requested	People #	Fee Per Person Per Night	#Nights	Total Due (People X Fee X Nights)
___ Mushroom (cabins; sleeps 48; electricity)	_____	\$2.25 per night per person	_____	_____
___ Rainbow (log cabins; sleeps 48; electricity)	_____	\$3.00 per night per person	_____	_____
___ Hilltop (platform tents; sleeps 32; electricity in shelter only)	_____	\$1.50 per night per person	_____	_____
___ Rocky Ridge (treehouses; sleeps 32; electricity)	_____	\$3.00 per night per person	_____	_____
___ Mary Leach Hollow (primitive; electricity in shelter only)	_____	\$0.75 per night per person	_____	_____
___ Infirmary	_____	\$3.00 per night per person	_____	_____
___ Lady Slipper Lodge (Troop House; sleeps 21)	_____	\$3.00 per night per person	_____	_____
___ Dining Hall ___with kitchen ___without kitchen	_____	\$3.00 p/n with or \$2.25 w/o kitchen	_____	_____
___ Arts and Crafts room	_____	\$2.25 per night per person	_____	_____

(Y) Program Activity	No. of People	Fee Per Person	Minimum Fee	Time	Total Amount (# X Fee)
___ Challenge Course with your certified facilitator	_____	\$3.00	\$37.50 per day	_____	_____
___ Challenge Course—Council provides facilitator	_____	\$7.50	\$112.50 per day	_____	_____
___ Climbing Wall with your certified facilitator	_____	\$3.00	\$37.50 per day	_____	_____
___ Climbing Wall—Council provides facilitator	_____	\$7.50	\$112.50 per day	_____	_____
___ Pool—with own certified lifeguard	_____		\$15.00 per 2 hrs.	_____	_____
___ Lake—with own certified lifeguard	_____		\$15.00 per 2 hrs.	_____	_____
Program Total					_____

We would like a pre-event tour of Camp Ginger Cascades on _____ (date) at _____ (time).
 If you have less than 15 total persons attending, you may be asked to share the facility with another small group. Is this agreeable? _____ Yes _____ No

CERTIFICATIONS (must attach a copy of Lifeguard, First-Aid, & CPR Certification(s) to this Reservation Form)					
(Y)	ACTIVITY REQUIRING CERTIFICATION	NAME	TYPE OF CERTIFICATION	EXPIRATION DATE	AGE
Required	First Aider				
Required	CPR				
Required	Certified troop camp adult				
	Lifeguard- ___ pool ___ waterfront for lake				
	Climbing Wall Facilitator(s)				

Confirmation # _____
Use Fee Due Date _____
Council Approval for use of Site _____

For Office use only	Payment	Date	Staff	Refund	Copy to
Deposit					File
Fees					Ranger
Total Due					PD

The following groups may use Camp Ginger Cascades if they agree to aspire to the Girl Scout philosophy and agree to adhere to the policies, procedures and regulations of the Girl Scout Council of the Catawba Valley Area, Inc.

User group	Date when can reserve camp	User Group	Date when can reserve camp
GSCCVA troops	9 months before date requesting	Girl Scouts from other Councils	6 months before date requesting
Non-profit groups	6 months before date requesting	Family groups	6 months before date requesting
Profit groups	6 months before date requesting		

Reservation of Facilities

1. Check council property calendar to see available dates—day or overnight events.
2. Meet with group to decide dates, event focus and approximate number of participants.
3. **Submit Reservation form with security deposit (\$50.00)** to the council office. Dates will be held only for 3 working days without the completed form and security deposit—otherwise they will be canceled. Troops cannot submit more than nine (9) months or less than one (1) week prior to the actual date of event. Troops may reserve camp May 1 for the following September-May calendar year.
4. Secure certified adult first aider/CPR and a troop camp certified adult.

Three (3) weeks before the event

1. Pay use fees at least three (3) weeks before the actual day you plan to use the property. The use fee is in addition to the security deposit. A **late fee of 10%** will be charged for payments less than 15 working days prior to the reservation of the facilities.
2. There will be **no refunds** for “no shows.”
3. Finalize first aider/CPR adult, certified troop camp trained adult, lifeguards and facilitators as required for stay and submit a copy of certificate to the Girl Scout council.
4. Overnight groups—Get User Group Emergency Form filled out by all of your participants staying overnight—children and adults.
5. Train participants in safety procedures and regulations, including drivers.

Within One (1) week before the event

1. Arrive at time told to camp ranger or call if early or late.
2. Arrange for a time to check out with the camp ranger.
3. Follow procedures for transportation, luggage and parking.
4. Conduct on site orientation to facilities and safety procedures and regulations.

During stay

1. Provide for own first aid and emergency care—this includes health and weather emergencies. Emergency medical service is available by dialing 911.
2. Provide for own cooking, program, staffing, etc.
3. Contact camp ranger for snakes, building problems, etc.
4. Show respect for other participants and camp property by following Camp Ginger Cascades Policies, Procedures and Regulations.

Upon check out

1. Clean facilities used and return equipment checked out.
2. Fill out check out form.
3. Check out with camp ranger at appointed time—allow at least 1 hour for this. **Failure to check out properly will result in loss of security deposit.**

Within one (1) week after using site

1. Pay for extra participants and any damages to property or equipment while using site.

REFUND POLICY

Security deposit will be refunded for the following reasons:

- a) Dates requested are not available
- b) Reservation canceled thirty (30) days in advance.
- c) Weather prevents use of property.
- d) After using the facility, equipment and facility are left clean and in good condition, procedures and regulations are followed. **Departure Checklist (Form 902)** is completed with and approved by Council Representative.

Use Fee will be refunded for the following reasons:

- a) Dates requested are not available.
- b) Reservation canceled thirty (30) days in advance.
- c) Weather prevents use of property.
- d) Your reservation is denied.

Policies, Procedures and Regulations and Penalties

Labor and/or financial penalty or loss of use will be charge to the group for failure to comply with each, every and all regulations for the use of Camp Ginger Cascades or damage to said property. The **User agrees to obey and comply with each, every and all regulations for the use of Camp Ginger Cascades as set down by Girl Scout Council of the Catawba Valley Area, Inc.—See attached.**