

Camp Facilities

Owned and operated by the Girl Scouts Carolinas Peaks to Piedmont

Community Rental Guidelines and Reservation Packet

Thank you for your interest in the Girl Scout Carolinas Peaks to Piedmont camp facilities. The following guidelines will assist you with the reservation and planning process. Once a reservation is confirmed, more specific information will be sent.

I. Availability

- A. Camps are available to school programs, corporate groups and civic organizations. The site and facilities are conducive to a variety of programming options.
- B. Groups wishing to use camp facilities must have a purpose and principles in line with the Girl Scout beliefs. Any organization or institution that seems to be in conflict with the Girl Scout beliefs as determined by the CEO of the Council will not be allowed to use the site or facility.
- C. All groups using the camp facilities must adhere to the rules and regulations as outlined in the rental agreement. These regulations are for the protection of the participants and the property. Alcohol, drugs, firearms, and ammunition are not allowed on site.
- D. Smoking or the use of tobacco is no longer allowed at camp. This includes use of e-cigarettes, vaping, chew, etc.

II. Reservation process

- A. Availability-Community groups may reserve the different camps based on the following time line:
 - 1. For use Friday-Sunday, groups may confirm reservations 8 weeks prior.
 - 2. For use Monday-Thursday, groups may confirm reservation 6 months prior.
- B. Group leader makes initial contact with the appropriate camp staff. Possible programs and dates are discussed and Guidelines/Reservation packet is sent to the group leader.
- C. Group leader reviews the information packet and completes the reservation form and the hold harmless agreement form. These forms are returned to the Girl Scout Council, in Colfax, along with the deposit.
- D. Once the reservation and deposit are received, a confirmation packet will be sent to the group leader and plans will be coordinated between the group leader and appropriate camp staff.

III. Billing procedure and Extra Fees

- A. A 10% Non-Refundable deposit (\$100 minimum) must be sent with the reservation form in order to reserve a date.
- B. 40% of the balance is due no less than 8 weeks prior to your arrival.
- C. The final balance is due no less than 4 weeks prior to your arrival.
- D. Groups will be charged for damages and losses to the site. Any damages will be discussed with the group leader during checkout and a bill will be sent out for damages as discussed.
- E. If a site is left unsatisfactory, groups may be charged a cleaning fee of \$250 per area. GSCP2P reserves the right to implement a cleaning deposit for any group that has previously visited camp and been charged a cleaning fee.

IV. Cancellation policy

- A. The Council reserves the right to cancel the agreement due to severe weather and/or damage to the site or facility which may endanger the health and safety of the participants. Deposit will be refunded.
- B. Cancellations made more than 4 weeks prior to the arrival date will receive a refund, minus the deposit.
- C. Cancellations made less than 4 weeks prior to the arrival date will forfeit the deposit and the 40% payment.

V. Insurance requirements

- A. Prior to using the camp facilities, group leader must provide camp with the following information:
 - 1. A Certificate of Comprehensive General Liability Insurance from the group's insurance agent which includes contractual liability for bodily injury and property damage in an amount not less than \$1,000,000 combined single limit.

2. The insurance certificate should also include the Girl Scouts Carolinas Peaks to Piedmont Council as additionally insured.
3. If the organization employs staff or intends to use vehicles on Council premises, Workers Compensation Insurance and Comprehensive Automobile Liability are required. Automobiles must have a minimum limit of \$1,000,000 combined single limit for bodily injury and property damage.

VI. Fee schedule

A. Day Use-Group Rate

1. Groups are welcome to use our facilities for day use only. For a day only use, the facility rental fee is \$8 per person. Please note, this does not include any programming hosted by camp staff.
2. Groups that would like our staff to provide activities for them, please see table below, activity options are listed below the table as well.

Day Only, up to 3 hrs of programming	Day Only, up to 6 hrs of programming
\$14 per day per person	\$24 per day per person

Programming provided by camp staff available in areas such as, Archery, Climbing Wall, Swimming, Boating, Alpine Tower, Giant Swing, Cooperation Course, Cascading, horse back riding and Petting Farm – **options vary per camp.**

B. Overnight Use-Group Rate *30 person minimum

1. Groups are welcome to use our facilities for overnight rentals. Groups are welcome to stay one night or more in our facilities. The facility fees are listed on the amenities table on pages 5-7; please note that the fee is per night.
2. Optional additions for overnight usage include: Program and/or Food Service, the prices are listed on the table below.

Facility Rental with Food Service	Facility Rental, with Food Service and up to 5 hours of programming per day.
\$24 per day per person	\$36 per day per person

Programming provided by camp staff available in areas such as, Archery, Climbing Wall, Swimming, Boating, Alpine Tower, Giant Swing, Cooperation Course, Cascading, horse back riding and Petting Farm – **options vary per camp.**



Community Rental Regulations



Keyauwee Program Center, Camp Pisgah and Camp Ginger Cascades are accredited by the American Camping Association. This accreditation is a nationally recognized set of standards pertaining to health and safety in site and program. **ALL** groups who utilize the site and facilities at camp must follow the standards and guidelines which are defined below. On the final page of this document is a page which must be signed by the group leader to acknowledge receiving, reading, and agreeing to the rental regulations. The signed page must be returned to each appropriate camp prior to utilizing the site.

I. General Camp rules

- A. No drugs or alcoholic beverages are allowed on the site. Any participant or guest under the influence of drugs or alcohol will be asked to leave immediately. Local law enforcement will be contacted, if necessary.
- B. Smoking or the use of tobacco is no longer allowed at camp. This includes use of e-cigarettes, vaping, chew, etc.
- C. Firearms and ammunition are not allowed on the site except for on duty law enforcement officers, or other officials as authorized by the council.

- D. No fireworks are allowed on the site. Candles, gas lanterns and stoves, and charcoal lighter fluid must be part of an approved program and competency in use must be proven prior to use.
- E. Fires may be built in designated fire rings only. A shovel, rake and full water bucket must be available near the fire site. Ashes and unburned wood should be left in the fire ring.
- F. Pets are not allowed on site (unless needed for assistance).
- G. Personal sports gear (climbing harnesses, archery equipment, etc.) should not be used without staff approval.
- H. Vehicles are not allowed on site without permission from the staff. A parking lot is available at the entrance of camp for all guests. Absolutely no transportation of persons in non-passenger vehicles is allowed (truck beds, golf carts, etc.)
- I. Wildlife, artifacts, flora and trees are not to be taken from the site. Firewood may be collected from downed trees and branches. Trees should not be cut down.

II. Health and safety requirements

- A. Group leader should have the following information on site for all participants and adults who are traveling with the group:
 1. Full name, address, and phone number
 2. Emergency contact name and phone number
 3. List of allergies or health conditions requiring treatment, restrictions, or other special accommodation.
 4. Signed "permission to seek emergency treatment" form (parent/guardian signature required for children under 18 years old)

- B. All visitors must check in at the front office. If group leader knows of late arrivals, arrangements should be made for group leader or group representative to meet the late visitor at the front of camp. If a suspected intruder is noticed, please use walkie talkie to contact the Ranger or Director immediately.

- C. The following camper to adult ratios is suggested for participating in programs at the camp. A minimum of 2 adults should be present at all times. We recommend providing training to all staff to minimize the potential of being in a one on one camper/personnel situation when out of sight of others? - See more at: http://www.acacamps.org/news-publications/hot-topic/important-updates-national-standards-commission-winter-2016?_cldee=YmNvbGxpbmNAYWNhY2FtcHMub3Jn&utm_source=ClickDimensions&utm_medium=email&utm_campaign=National%20-%20ACA%20Now#sthash.nPOUOhSI.dpuf

Basic supervision ratios

Camper age	Number of adults	Overnight campers	Day-only campers
4-5 years	2	5	10
6-8 years	2	12	20
9-14 years	2	16	25
15-18 years	2	20	25

- D. Aquatic ratios – All aquatic activities should be supervised by at least 2 adults. For boating activities, there should be one certified adult for every 20 participants. For swimming activities, there should be one certified adult for up to 25 participants. For more than 25 participants there must be an additional lifeguard and additional adult watchers may be added depending on the swimming level of the participants.

- E. Required certifications

1. Group **must** have an adult on site at all times who has a current CPR and first aid certification by a nationally recognized provider.
2. **For all swimming activities**, group leader must provide an adult with a current lifeguard certification by a nationally recognized provider, a current first aid certification which includes training on blood borne pathogens, **and** a current CPR certification which includes the use of breathing devices (pocket mask).
3. **For all boating activities**, group leader must provide an adult with a current instructor rating in canoeing certification **or** a current lifeguard certification **or** other acceptable certification or license. **Boating activities** must also have an adult with a current first aid certification which includes training on blood borne pathogens, **and** a current CPR certification which includes the use of breathing devices (pocket mask).
4. All lifeguards and watchers must be attentive to their responsibilities and located in appropriate locations to view the pool/lake. Posted safety rules should be reviewed with participants prior to using the pool/lake.
5. Aquatic personnel must check in with the staff prior to beginning an activity. At this time, the equipment and area will be unlocked and the lifeguard instruction packet will be reviewed.
6. **For challenge course, Alpine Tower, climbing wall and cascading**, arrangements must be made with appropriate camp staff to implement these programs.

- F. Food service and preparation –

1. Camp can provide food service for an additional fee per

2. Refrigerators are provided in all units. Group leader should check refrigerator temperatures prior to using.
 3. Basic cooking equipment is also available in the units. All cooking equipment and food preparation areas should be cleaned and sanitized prior to use. Instructions for sanitizing are posted in the units
 4. When preparing food, minimize the time that food is within the dangerous temperature zone (40 to 140 degrees).
- G. What to bring – Group is responsible for bringing supplies necessary for their program, complete first aid kit, eating utensils, and any additional cooking equipment they might require.

III. Emergency responsibilities and situations

- A. Emergencies – Group leader is responsible for handling all emergency situations. This includes providing certified first aid personnel, all first aid supplies and equipment, and emergency transportation when required. The 911 service is available and an emergency phone is located in the office. Camp staff should be informed immediately when an emergency occurs. Incidents and accidents must be reported to the staff and a form completed prior to the group leaving.
- B. Weather emergencies – In case of severe weather, the staff will instruct the group leader when adjustments need to be made. The dining hall is the evacuation locations should severe weather occur.
- C. Other potential hazards
1. In case of fire, contact the staff immediately. If a fire is detected by the staff, the walkie talkie system will be used to give the group leader instructions. Group leader should instruct the group to move to the front parking lot or the field by the bunkhouse depending on the location of the fire. A drill may be conducted by the staff during a group visit.
 2. Wildlife – Bugs, spiders and other animals are all a part of the outdoor experience. Unless the animals are interfering with program, please leave them alone. If a potentially dangerous snake (copper head or rattle snake) is spotted, or if an animal is acting strange (dog, cat raccoon, squirrel, etc.), please contact staff immediately.
 3. Participants should refrain from walking around the site alone. Please use the buddy system whenever possible and make sure that all participants are familiar with the site and have a map when walking around. If the group leader suspects that a participant is lost, contact the staff immediately.
- D. For the duration of the time the user group is on the property, each party shall designate a contact person who shall be available on a 24/7 basis, with contact information exchanged. In the event of any issues concerning the condition of the premises, repairs or other issues of a material nature, the designated person shall be contacted and shall respond within a reasonable period of time

Camp Pisgah

Camp Pisgah is located on 162 acres in the beautiful mountains of Brevard, NC in Transylvania County. This property has many activity areas including a lake, pool, riding stables, climbing wall, petting farm, cooperation course and archery range. Camp Pisgah has six unique living areas that include yurts, cabins, tree houses and a small loft. The overnight capacity is 185 people.

Camp Ginger Cascades

Camp Ginger Cascades is located on 226 acres just outside of Lenoir, NC in Caldwell County. This camp has a pool, lake, cascades to slide down, climbing wall, cooperation course and archery range. Units at camp consist of cabins, log cabins, tree houses and a lodge with bunks. The overnight capacity is 160 people.

Keyauwee Program Center

Keyauwee Program Center is located on 350 acres just south of Greensboro, NC in Randolph County. This site offers a lake, an Olympic-sized swimming pool with diving well, on site horseback riding at the Circle C Ranch with a covered arena, 50 foot Alpine Tower, archery range, climbing tower and cooperation course. Sleep quarters include air conditioned bunkhouses, four-person cabins and platform tents with interior screening. The overnight capacity is 440 people.

For more information for all facilities please visit www.camplikeagirl.org

Camp Pisgah

Unit name	Type	Air Conditioning	Electricity	Heat	Troop house	Shelter	Fireplace	Flush toilet	Showers	Latrine	Refrigerator	Stove	Beds	Mattresses on floor	Capacity	Cost per night facilities ONLY rental
Westfeldt Center Year Round	Lodge		x	x			x	x	x		x	x	x	x	24	\$90
High Top April – October	3 Yurts		x			x	x	x	x		X		x		32	\$100
Misty Mountain April – October	5 Cabins		x			x		x	x		X		x		38	\$160
Sleepy Hollow April – October	5 Cabins		x			x	x	x	x		X		x		25	\$80
Tree Houses April – October	6 Cabins		x			x		x	x		X		x		30	\$160
Pioneer Ridge April – October	6 Cabins		x			x		x	x		X		x		36	\$160
Dining Room	Use of dining room for meals in included, this fee applies if building is being used as program space.														\$300 for duration	

Camp Ginger Cascades

Unit name	Type	Air Conditioning	Electricity	Heat	Troop house	Shelter	Fireplace	Flush toilet	Showers	Latrine	Refrigerator	Stove	Microwave	Beds	Mattresses on floor	Capacity	Cost per night facilities ONLY rental
Lady Slipper Troop House Year Round	Lodge	x	x	x				x	x		x	x	x	x		21	\$120
Rocky Ridge Year Round	8 Tree Houses		x	x		x	x	x	x		x	x	x	x		32	\$160
Mushroom Mount Year Round	4 Cabins		x	x		x	x	x	x		x	x	x	x		24	\$80
Rainbow Ridge Year Round	8 Cabins		x	x		x	x	x	x		x	x	x	x		48	\$160
Catawba Lodge at Hilltop Year Round	Lodge	x	x	x		x	x	x	x		x	x	x	x		27	\$280
Dining Room	Use of dining room for meals in included, this fee applies if building is being used as program space.															\$300 for duration	
Lower Dining Hall Porch	Great area for crafts, must provide ALL supplies as the cabinets will be locked and unavailable															\$50 for duration	

Keyauwee Program Center

Unit name	Type	Air Conditioning	Electricity	Heat	Troop house	Shelter	Fireplace	Flush toilet	Showers	Latrine	Refrigerator	Stove	Beds	Mattresses on floor	Capacity	Cost per night facilities ONLY rental
Wake Robin Year Round	Lodge	x	x	x			x	x	x		x	x		x	40	\$170
Sally Williamson Year Round	Lodge	x	x	x			x	x	x		x	x		x	40	\$90
Cherokee Year Round	Lodge	x	x	x			x	x	x		x	x	x		20	\$120
Bunkhouse Year Round	Cabin	x	x	x			x	x	x		x		x		32	\$200
Apache April – October	7 Cabins					x	x	x	x		x	x	x		28	\$110
Comanche April – October	6 Cabins				x		x	x	x		x		x		24	\$60
Chippewa April – October	9 Cabins					x	x		x	x	x	x	x		36	\$70
Caraway April – October	8 Cabins		x			x	x	x	x		x		x		32	\$160
Savannah April – October	8 Cabins		x			x	x	x	x		x		x		32	\$160
Creek April – October	8 Tents					x	x	x	x		x		x		32	\$120
Pee Dee April – October	8 Tents					x	x	x	x		x		x		32	\$120
Concho April – October	8 Tents					x	x	x	x		x		x		32	\$120
Saponi April – October	8 Tents					x	x	x	x		x		x		32	\$120
Dining Room	Use of dining room for meals is included, this fee applies if building is being used as program space.															\$300 for duration

GROUP CAMP RESERVATION REQUEST

Submit completed form and all agreement forms by scan/e-mail, regular mail, or by fax.
Mail to: Camping Services Manager, Triad Service Center, 8818 West Market Street, Colfax NC 27235
 Fax (336)369-7476 Phone (336)274-8491 x3109
 E-mail: outdoorcamping@girlscoutsp2p.org

Group Contact _____ E-mail _____
 Address _____ Cell Phone _____
 _____ Evening Phone _____

	Camp	Check In Date	Check Out Date	Campsite/Unit Request
1 st choice				
2 nd choice				
3 rd choice				

Planned arrival time _____ Planned departure time _____

Certified CPR/First Aider _____ Valid until _____

Any special needs or accommodations the camp staff should be aware of? ___ No ___ Yes

What Services Are You Requesting from Camp?

- ___ Facilities ONLY ___ Facilities and Meal Service
 ___ Facilities, Meal Service and up to 5 hrs of program per day

What type of group are you: _____

What is your expected group size? _____ Youth _____ Adults

Will your group be Co-Ed? ___ YES ___ NO

_____ Males _____ Females



HOLD HARMLESS AGREEMENT



The _____(name of organization/company), hereafter referred to as the Organization, agrees to indemnify Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) against and hold them free and harmless from any cause and all claims, demands, loss, damage and expense, including attorney’s fees and other legal expenses arising out of the negligent acts or omission of the Organization, or its employees during its use of a council property.

The Organization also agrees:

1. That any damage to buildings, equipment or property owned by GSCP2P, other than that due to ordinary wear and tear, that is caused by the Organization, its employees or participants under the supervision of its employees, will be charged to the Organization.
2. To assume full responsibility for injury, damage or loss to the person or properties of others arising from or out of the negligent acts and omission of the Organization, or its employees.
3. To comply with the insurance requirements and to provide a Certificate of Insurance naming GSCP2P as Additional Insured with a minimum general liability coverage of \$1,000,000.

GSCP2P agrees to indemnify the Organization against and hold them free and harmless from any cause and all claims, demands, loss, damage and expense, including attorney’s fees and other legal expenses arising out of the negligent acts or omission of GSCP2P, or its employees during the Organization’s use of a council property.

This agreement is entered into by Girl Scouts Carolinas Peaks to Piedmont in reliance upon the above conditions and observance of the ground rules and that this does not give the Organization the privilege of including any groups other than indicated above. A certificate evidencing the required insurance must be supplied to Girl Scouts Carolinas Peaks to Piedmont before premises may be used by the Organization.

(DATE)

(ORGANIZATION)

BY:

(AUTHORIZED SIGNATURE, TITLE)



Group Leader Statement of Responsibility



The group leader is responsible for the care, conduct, and supervision of all participants at all times. The group leader is also responsible for giving the necessary information to other leaders and participants. Persons caught breaking any camp regulation(s) will be asked to leave immediately.

I _____ (Group leader name) have read all of the provided information and agree to follow the regulations and take responsibility for the participants in the group.

The person executing this agreement represents that he/she has authority to bind the entity for which he/she is signing, and each party relies upon this representation in entering into this agreement.

Group leader signature

Date



Notice to Community Groups Using GSCP2P Camps

Girl Scouts Carolinas Peaks to Piedmont Council considers the safety and well-being of all children and campers on our properties to be of the highest importance. In the interest of all campers, GSCP2P recommends that non-Girl Scout rental groups recognize the need for appropriate screening policies (criminal background check and a check of the National Sex Offender Public Website – a free service at www.nsopw.gov) for all adult group staff and leaders with responsibility for or access to campers.



Statement of Non-Affiliation & Disclaimer

Girl Scouts Carolinas Peaks to Piedmont Council requires that all community rental groups use the following statement of disclaimer and non-affiliation. We ask that you place this statement on all public materials (including but not limited to: websites, printed brochures, banners, marketing materials, etc) where the name “Girl Scouts” or “Girl Scouts Carolinas Peaks to Piedmont” or “GSCP2P” or the name of the hosting camp.

*Disclaimer: _____ is in no way affiliated with Girl Scouts
community rental group name
Carolinas Peaks to Piedmont Council, Girl Scouts of the USA,
Or with _____
Camp Name*

Additionally, GSCP2P requires that community rental groups refrain from using any Girl Scout likeness, logo, tagline, or slogan on all public materials. Failure to comply with the statement of non-affiliation or the use of Girl Scout images will result in immediate cancellation of the event and forfeiture of all deposits and fees paid.

I, _____ <group leader name> have read the above statements and agree that our group will comply as indicated.

Group leader signature

Date

Girl Scout Mission, the Promise, and the Law

Girl Scouts Carolinas Peaks to Piedmont Council encourages all community rental groups to familiarize themselves with the three important tenets of the Girl Scouting movement: our Mission, The Girl Scout Promise, and the Girl Scout Law. GSCP2P respects and celebrates that there will be differences in all groups' values, however we do have an expectation that community rental groups wishing to utilize our facilities will respect the tenets of Girl Scouting and keep them in mind when planning programs and visiting our properties.

We ask that each group evaluate their own Mission statement and determine if they feel that the two align. If a community rental group does not believe that their Mission aligns with the Girl Scout Mission, Promise, and Law, then we respectfully request that the community rental group cancel their reservation with us.

The Girl Scout Mission

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

The Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,

And to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout

I, _____ <group leader name> have read the Girl Scout Mission, Promise, and Law and we feel that the mission and values of our organization do align with the those of the Girl Scout movement.

Group leader signature

Date

FOOD SERVICE INFORMATION FORM

Meal time requests – Meals are normally scheduled at 8:00am, 12:30pm and 6:00pm
You do have the ability to request times that would more appropriately fit into your schedule,
if this is left blank, camp will automatically default to the times listed above.

Breakfast to be served at: _____

Lunch to be served at: _____

Dinner to be served at: _____

meal times can be staggered, please indicate that above
so kitchen ensures everyone is eating a hot meal

Meal Types –

At camp we offer meals served as Family Style, Buffet Style or Cafeteria Style.

Family Style – recommended for groups of 100+ – table is set for 8-10 people and food is brought out in large quantities and each person can serve themselves directly from the table.

Buffet Style – recommended for groups of 50-100 – food is placed in a single location and each person goes over and serves themselves. Food can be hot, cold or a combination of both.

Cafeteria Style – Recommended for groups up to 50 – food is located in a single location and each person brings their plate over to the food. Food is then served to them from behind a counter.

****Please plan to allow approximately 45 minutes for Breakfast and Lunch and 1 hour for Dinner****

Please indicate if your group has any special dietary needs or food allergies so the kitchen can plan an alternative. For example, 1 vegetarian, 1 no eggs and 1 vegetarian/gluten free

Any special meal requests, for example, Spaghetti with meatballs and garlic bread?



Girl Scouts Carolinas Peaks to Piedmont
 8818 West Market Street, Colfax, NC 27235
 Phone: 336-274-8491 Toll Free: 1-800-672-2148 Fax: 336-369-7476



DAMAGE/LOSS FORM
 (For Rental Groups)

Name of Rental Organization: _____ Facility: _____

Person in Charge: _____ Dates Used: _____

Address: _____

Phone: () _____ Day: () _____ Night: () _____

E-mail: _____ Fax: () _____

DAMAGES/LOSSES	ESTIMATED REPLACEMENT COSTS	DESCRIPTION OF DAMAGE
TOTAL COSTS DUE COUNCIL:		

 Signature of Person In Charge:

 Date:

 Signature/Verification of Camp Staff:

 Date:

This form does not have to be mailed in, this is just provided for your information.