

## Rotary – Activity/Event Request

### For District and Council Functions

**Property requests are due no later than the yearly calendar planning meeting held each April for the upcoming calendar year. Late requests are handled first come first served after the calendar planning meeting based on available properties. Please make notice in writing of any cancellation of this or any District or Council event on Council Camp Properties to the Program Department before the date of scheduled arrival.**

Rules for use:

- District/Council Leadership in charge agrees to abide by and enforce "Leave No Trace" Policies
- Internal traffic of vehicles into the Camp's program areas is to remain at a minimum
- District/Council Leadership in charge will appoint volunteers for parking duties, restroom cleanup, and trash removal to be carried out throughout the weekend of property use
- District/Council Leadership in charge will inspect all areas for cleanliness, damage, and other facilities related issues before departure and will ensure that all areas are left in better shape than they were found
- A full report is due to the Program Department no later than one week after the completion of the event to include actual attendance and properties report
- In order to ensure your event is entered on the council web page calendar you must fill out page 2 and return with this reservation

### Activity/Event

District/Council \_\_\_\_\_ Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Event Name \_\_\_\_\_ Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Participation: #Youth Expected \_\_\_\_\_ #Adults Expected \_\_\_\_\_

Volunteer Chair Name \_\_\_\_\_ Volunteer Chair YPT Date (must be current) \_\_\_\_\_

Volunteer Chair Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Staff Name \_\_\_\_\_

Staff Advisor Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Rotary Facilities– **NOTE : "EXCLUSIVE USE"** requests require approval of Brian Parker and V.P. of Program.  
Please check all facilities needed for event, do not over request space needed. The Program Department must approve the use of facilities before confirming the event. \*Items require trained personnel and approval.  
CS=Campsite

- |                              |           |           |
|------------------------------|-----------|-----------|
| ___ Council Fire Ring        |           |           |
| (Meditation Point) w/benches | ___ CS 4  | ___ CS 11 |
|                              | ___ CS 5  | ___ CS 12 |
| ___ Pavilion/Picnic Shelter  | ___ CS 6  | ___ CS 13 |
| ___ Boat/Swim Dock *         | ___ CS 7  | ___ CS 14 |
| ___ Field                    | ___ CS 8  | ___ CS 15 |
| ___ CS 1                     | ___ CS 9  |           |
| ___ CS 2                     | ___ CS 10 |           |
| ___ CS 3                     |           |           |

\_\_\_ Check here if additional requests are attached or listed on the back

\_\_\_ Check here for Rules and Regulations read

Signature \_\_\_\_\_  
(Please Print Name)

<b>Program Department Use Only</b>
Received date: _____
Approved by: _____
Date sent to Ranger: _____

### Rotary – Council Webpage Calendar Info (Check One)

New Event: \_\_\_\_\_ Addition to an event: \_\_\_\_\_ Correction to an event : \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Has the reservation been made with & approved by the Camping Department:

Yes \_\_\_\_\_ No \_\_\_\_\_ Camping Dept Initial \_\_\_\_\_

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#### Activity/Event

District/Council \_\_\_\_\_ Arrival Date \_\_\_\_\_ Start Time: \_\_\_\_\_

Event Title \_\_\_\_\_ Departure Date \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description:

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Cost of Event: \_\_\_\_\_

Link to District Web Page (address): \_\_\_\_\_

Link to Flyer (address): \_\_\_\_\_

Staff Advisor Name \_\_\_\_\_

Staff Advisor Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Email to : sharon.fragale@bsamail.org

\_\_\_\_ Check here if additional requests are attached or listed on the back

\_\_\_\_ Check here for Rules and Regulations read

Signature \_\_\_\_\_  
(Please Print Name)

<b>Program Department Use Only</b>
Received date: _____
Approved by: _____
Date sent to Ranger: _____

## Council Properties Reservation Form For Unit Use

**PLEASE READ** . There are three pages to read/complete and you must sign page 2 before your reservation request can be submitted. If you are missing any pages or have any questions , please contact the Council Service Center in Jefferson at the number above. Requests cannot be filled without all pages.

### Rules and Regulations

Camp Rainey Mountain, Scoutland, and Camp Rotary are Council Properties of the Northeast Georgia Council, BSA.

1. **Check in / Check out** – All Units must check in and check out with the Camp Ranger/Camp Master. **Check in time for Friday arrival is between 4pm and 9pm, for Sat/Sunday arrivals it is between 8am and 11am.**
2. **Leave No Trace!** Low impact camping only. Please use existing fire rings only. Do not create new fire rings in any of the campsites. No digging, trenching, garbage pits, cat holes, or holes of any kind. Visit [www.LNT.org](http://www.LNT.org) to find out more about outdoor ethics and conservation.
3. **Campfires** – Please follow fire safety guidelines. Youth members should not handle any liquid flammable fuels. Proper safety elements should be in place before fires are started. Please use existing fire rings only. For Scoutland and Rotary, please use metal fire rings provided. Fires must be completely out before bedtime. Report forest fires to the Camp Ranger or Camp Master immediately. Never leave fires unattended.
4. **Pack it in, Pack it out!** All trash must be carried off site. Do not burn or bury trash in any of our campsites. Please take care to ensure that scouts and adults are not disposing of trash in any pit latrines or bathroom facilities.
5. **NO ALCOHOLIC BEVERAGES OR ILLICIT DRUGS ALLOWED** on premises!
6. **All buildings are SMOKE FREE.** Please use designated smoking areas only.
7. **Picnic Tables** – Please do not move tables from pavilions or campsites. If you must, please return them.
8. **Tree and Forest** – Please do not cut any live vegetation. This is a council policy. Cutting of any vegetation is also prohibited by the Army Corps of Engineer on any of its property (Scoutland and Rotary).
9. **Water Conservation – When Available.** Users should practice water conservation on all properties. Please be sure that all water spigots, showers, and faucets are completely turned off when not in use. Please report any leaks or broken pipes to the Camp Ranger or Camp Master immediately. **Water is NOT available in camp from November through March at Camp Rainey Mountain.**
10. **Shower House – When available** - Units using the shower house and bathroom facilities at any of our camps are responsible for cleaning and upkeep during their stay. Shower houses must be clean before units depart or all units will forfeit the cleaning deposit. All Units should bring their own soap and paper. **Shower House is NOT available November through March at Camp Rainey Mountain.**
11. **Scout Conduct** – Scout units utilizing the properties of the Northeast Georgia Council are responsible at all times for the behavior of the scouts in their care. This includes activities in and outside of your assigned campsite. The Scout Oath and Law are your best guides. First aid and safety are the responsibility of the adult leader in charge. Property or equipment used improperly that results in injury will be the responsibility of the adult leader in charge.
12. **Safety** – Scout units will follow the guidelines of the current Guide to Safe Scouting (#34416), BSA Health and Safety Guide (#34415), Youth Protection and Age-Appropriate guidelines for scouting activities. Leaders must be current in Youth Protection Training
13. **Swimming** – Swimming occurs in designated roped off areas under the direct supervision of a Qualified Supervisor. The Camp Ranger/Camp Master must be notified before swimming may take place. Please carry your Safe Swim Defense and Safety Afloat pocket certificate with you at all times during aquatic activities ( and present it to the Camp Ranger/Camp Master upon check in) **Fishing is prohibited from camp docks. – If over 16 must have a license to Fish at Scoutland and Rotary**
14. **Boat Usage** – Units using any of the boats must abide with all BSA Safety Afloat requirements.
15. **Family Cabins** - Are only available to single families or Adult Scouters. These are not available for units.
16. **Vehicles** – Vehicles must be parked in the designated parking lot areas. **NO CARS IN CAMPSITES OR PROGRAM AREAS.** Please park trailers off of the service roads for service vehicle access. Loading and unloading of equipment is permitted. Vehicles must be moved to the parking lot within one hour of arrival. **Units with vehicles parked in camp for extended periods will risk being barred from use of Council Properties indefinitely.**
17. The use of the Dining Hall and Headquarters buildings are strictly for council and district events. Please be prepared for inclement weather conditions **as these facilities will not be open for unit use.**
18. **Insurance** – Out of Council Units and non-scouting groups must provide proof of insurance (group accident, liability and sickness) when reservations are made.

I have read and understand these policies and procedures for use of Council Property during my unit's stay. I agree to follow these rules and, hereby understand that I am subject to penalties or fines for improper use or abuse of Council Property, including being barred from use of all Council Properties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Unit Position / Unit #

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Date of Submission

Council Properties Reservation Form

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Check#/CC \_\_\_\_\_

Received: \_\_\_\_\_

## Council Properties Reservation Form For Unit Use

### BSA and the Northeast Georgia Council Campground Policies

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Current BSA Youth Protection Guidelines and Guide to Safe Scouting are to be followed at all times

All registered adult leaders must be current in B.S.A. Youth Protection Training

No alcoholic beverages or illicit drugs allowed.

No firearms or fireworks in campground.

No Chainsaws/Machetes/Swords

No smoking in campsites.

No Riding in the back/bed of trucks or on Running Boards.

No pets are allowed.

No fishing from Docks or in Aquatics areas (No casting into swimming areas).

No Throwing Rocks/Sticks

Build campfires in established fire rings only. Please do not build fires on the fields. Do not leave fires unattended and put fires out cold before bed.

All liquid fuels must be handled by adults. Do not use liquid fuels on the camp fire.

Promptly remove all vehicles from the campground, no unauthorized vehicles will be allowed in camp after designated times. Failure to move a vehicle may result in its being towed at owner's expense.

Camps are Leave No Trace facilities. Please remove all trash/garbage.

Please supervise your child/children/Scouts. You are responsible for them.

Submit all 3 pages to : [sharon.fragale@scouting.org](mailto:sharon.fragale@scouting.org)

Council Properties Reservation Form

**Page 3 of 3**

Updated: 6-23-15

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Check#/CC \_\_\_\_\_

Received: \_\_\_\_\_