

Girl Scouts of Minnesota and Wisconsin Lakes and Pines

Property Rental Procedures and Standards

Girl Scouts of Minnesota and Wisconsin Lakes and Pines would like to make your visit as comfortable as possible. To make your stay and the registration process run smoothly, please carefully read and follow the rental procedures and rental standards, along with the Conditions of Agreement on the Facility Use Agreement form. Be sure your group knows and understands them!

These standards apply to all groups and Girl Scout Troops using Camp Austin, Camp Roundelay, Camp Shingobee Timbers, Janette Pollay Program Center and Northern Lakes Canoe Base. Exceptions cannot be made. Failure to follow these standards may result in forfeiting your rental privileges in the future.

Our staff will be happy to assist you with any further questions or needs, please contact the Hibbing Office for assistance at (218) 263-1596.

Rental Procedures

- Make a phone pre- reservation by calling the Hibbing Office. Property reservation opens June 1st for the following membership year for members of GSMWLP planning Girl Scout related activities. All others can make reservation three (3) months in advance.
- Complete all portions of the reservation form and send it to the Hibbing Office along with the payment. Form and payment must be received within one (1) week of phone reservation. Failure to comply will lead to cancellation of reservations. The reservation form can be found online at: <http://www.gslakesandpines.org/files/1086.pdf>.
- PLEASE NOTE: your reservations are not confirmed until the signed reservation form and payment are received. You will receive a confirmation email/ mailing with applicable information.
- Cancellations must be made four (4) weeks prior to arrival date to receive a refund minus the non-refundable deposit. There is a one time option to transfer the non-refundable deposit to another date. Cancellations received less than four (4) weeks before arrival can be transferred to another date, but will not be refunded (also a one time option).
- Final payment is due 30 days prior to your stay (or immediately if rental less than 30 days away). Cookie Dough cannot be used as payment.
- **Keys** – Can be picked up at an office or mailed. User is responsible for the return of keys. Failure to do so may result in a fee. The sites needing keys are:
Janette Pollay may be picked up at the Duluth office up to 5 days prior to arrival date.
Camp Austin may be picked up at the Hibbing office up to 5 days prior to the arrival date.
- You must arrive and depart on times given on the reservation form.

Rental Standards

First Aid and Health Care

- Girl Scout groups are required and user groups are advised to have a currently certified First Aid and CPR person in attendance at all times.

- All troops/groups are responsible for the health care and first aid needs of their group.
- Each troop/group must provide their own First Aid Kit.
- All groups are responsible for their own emergency transportation. All groups are urged to designate an emergency vehicle.
- Emergency phone numbers are posted at each telephone.
- All user groups must have available on site the following information:
 - ❖ Names and addresses of all participants
 - ❖ Emergency contact names and numbers
 - ❖ A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site.
 - ❖ For minors without a parent on site, signed permission to seek emergency treatment or a signed religious waiver.

Firearms and Weapons

The possession or use of firearms or weapons of any kind are strictly prohibited on Council properties.

Alcohol, Drug and Tobacco Policy

Girl Scouts of Minnesota and Wisconsin Lakes and Pines strives to maintain a drug-free environment for all adults and girls involved in scouting. The use, possession, manufacture, distribution, dispensation, sale or purchase of alcohol, tobacco, or controlled substances, or any prescription drug with out valid prescription on any council-property (including vehicles) at council-sponsored functions, or whenever Girl Scouts of Minnesota and Wisconsin Lakes and Pines work or events are being performed, is prohibited.

On occasion, consumption, possession, sale or purchase of alcohol at council facilities or for specific events, but where girl members of Girl Scouts are not present, may be allowed, but only with the advance approval of the Board President or Chief Executive Officer of Girl Scouts of Minnesota and Wisconsin Lakes and Pines.

- As approved by Girl Scouts of Minnesota and Wisconsin Lakes and Pines Board of Directors on January 26, 2008

If you are requesting the use alcohol at your adult only event, please contact the Hibbing Office for an Alcohol Variance Request form.

Telephone

A telephone is located at each of the properties. Please know these are for *emergencies*. If you need to call out on the telephone, a calling card is required for long distance calls (or you must call collect).

Camp Austin's telephone is located near the large reception area. (218) 254-9830.

Camp Roundelay's telephone is in the camp office at Roundelay Center (the dining hall) and Andresen Program Center. (715) 376-4476.

Camp Shingobee Timber's telephone is located upstairs in the program center or in the kitchen. (218) 547-3525

Janette Pollay is equipped with telephones in the main cabin and program area. (218) 525-4509

NLCB's telephone is located in the program center. Please ask staff for assistance. (218) 365-6517

Waterfront Usage

Camp Austin, Camp Roundelay, Camp Shingobee Timbers and NLCB Swimming and Boating Seasonal limitations apply to this program area. Arrangements for usage are by Facilities Use Agreement only. Girl Scout groups are required and user groups are encouraged to have on duty, at each aquatic event, an adult who has current certification as a lifeguard, first aid, and CPR provider.

Fishing

Fishing is permitted at the dock area away from the swimming beach. Fish must be cleaned in the designated fish cleaning area and garbage disposed of appropriately. Please help keep camp pests away.

Environmental Statement

Please help to ensure the continuation of our natural environment and preserve its beauty for your next visit to one of our camps. Observe state conservation laws.

Please do not deface, mark or carve trees and remember - do not pick wild flowers, moss or lichen.

Emergencies

Call 911

Written procedures for medical, fire, severe weather and missing person emergencies are posted in all camp buildings. Groups are responsible to review these procedures upon their arrival at either property. Fire extinguishers are located in each lodge. Please read and become familiar with these procedures.

All participants must bike or canoe with a partner and communicate their route and time of return to a responsible adult. Any search and rescue effort expenses will be charged to the lost participant.

An Accident/Incident Report form must be filled out for all accidents and incidents. The form is located in the Rental Group binder at each site. The form must be returned to the Hibbing Office within one week of the incident.

Firewood and Campfires

Outdoor fires are restricted to established fire areas. A full water bucket must be present at all outdoor fires. Never leave a campfire unattended. Firewood is available for use during your stay. To provide for your safety and to conserve these resources, please limit the size of your fires. Extreme caution must be taken with fires at all times. Any fire containment expenses will be charged to the user group.

Pets

Only service animals are allowed.

Arrival and Departure

As your arrival date nears, a staff member will be contacting you. If no contact has been within 48 hours prior to your arrival, please call the Property Manager Bruce at (218) 252-0021.

Arrival: after 3:00 p.m. (unless prior arrangements are made)

Departure: before 2:00 p.m. (unless prior arrangements are made)

Complete the Property Rental Check-Out List. ***Please return via email or mail.***

JFredericks@gslakesandpines.org or 2125 E. 2nd Ave., Hibbing, MN 55746

Damage to Camp Property

All groups will be responsible to pay for any damage, breakage or misuse of Camp property or equipment. This includes both materials and labor. The cost of repair or replacement will be determined by staff and billed to the user group.

Each group must provide their own:

- Bedding, linens and towels.
- Any food preparation utensils not on the Kitchen Kit inventory.
- Program and sports equipment. (Some program equipment is available and can be included in the Facility Use Agreement at the time of registration.) The equipment is to be used at the participants' own risk.

Driving and Parking in Camp

Vehicles must be parked in the designated parking area. No vehicles are to be driven in camp. Age-appropriate safety restraints must be used in all vehicles. See site specific traffic control procedures on the back of the site map.

Personal Property

GSMWLP is not responsible for the loss or damage of any personal property while on our site. The use of personal sports equipments is permitted, but the owner must take responsibility for its use.

Need an idea for a troop activity? Have you thought of scheduling one of our popular "Programs on the Go"? All the information is available on our web at: <http://www.gslakesandpines.org/pages/ProgramsontheGo/> . Or you can email programs@gslakesandpines.org for more information.