

Camp site rental process:

- ❖ Refer to camp calendar for availability:

Bonnie Brae
Green Eyrie
Laurel Wood
Lewis Perkins

- ❖ **** If there is a site noted on a date, this signifies a reservation already in place. "EXCLUSIVE" signifies the entire camp has been reserved**
- ❖ Each camp & individual site has capacity limits that need to be adhered to per fire code.
- ❖ Service Units can reserve a camp 9 months prior to their date. Call us for information on the Camporee Package - available only to Service Units. Troops are able to make reservations 6 months prior to their camping trip. GSCWM offers various specials and opportunities for midweek usage. (Monday-Thursday). **This is a wonderful opportunity to gather for campfires and sing-alongs, create a nature craft, bridging or investiture ceremonies or a cook-out!**
- ❖ GSCWM troops will have first priority to rent our camp Facilities. Outside groups may request available space at our camp properties no earlier than four (4) months before the desired usage date.
- ❖ If you are a Council troop or Service Unit, the fees shown are accurate / if not please refer to those fees that pertain to your group (Other GS Group, Non-profit, Outside Group).
- ❖ Complete & submit the camp reservation form (either online or on paper)
- ❖ Once the reservation is confirmed it is marked as "Tentative" until the fee or deposit is received. (fees of \$100 and less is due in full at time of reservation / over \$100 a deposit of 25% is due) **If the fee is not received within 1 week (7 business days) the reservation will be released (forfeited).** Reservations will not be processed without payment.
- ❖ Please send current information regarding applicable certifications (i.e. first aid, lifeguard, archery instructor, etc.) with your rental form. You can attach electronic copies/scans (PDFs, JPGs, etc.) of certifications online when submitting your form or send hard copies. **** This needs to be done for every reservation, we do not keep copies.****
- ❖ Girl Scout groups should refer to Safety Checkpoints: <http://www.gscwm.org/content/dam/girlscouts-gscwm/documents/Safety/2018%20Safety%20Activity%20Checkpoints%20-%20GSCWM.pdf> . To ensure ratios (adult/girl) are met, certifications are active, volunteers are CORI'd, etc. **Camping trained adult, 1 aider, CPR certified, lifeguard, archery cert., challenge course, etc.**
- ❖ Also refer to Volunteer Essentials for required courses for Program Activities: <http://www.gscwm.org/content/dam/girlscouts-gscwm/documents/2018/Volunteer%20Essentials%202018-2019.pdf>
- ❖ Out of Council & non GS groups need to supply their 501C (if non-profit) as well as a COI (Certificate of Liability Insurance) for \$1mil with GSCWM as the certificate holder for the period of the encampment.
- ❖ Once the fee(s) are received & receipted the customer receives via email the Camp Reservation Agreement (asking them to acknowledge, sign & return, the camp brochure (specific to each camp, a camp map, the 3 pan dishwashing procedure, the rental group behavior information, the rental group emergency procedure for waterfront. Also, if necessary a loanable form to complete 7 deposit to be submitted (for archery equipment, a facilitator list (for licensed/certified persons).
- ❖ The camp Site Supervisors will be available during encampments should there be the need.
- ❖ **A Note about Firewood:** In order to do our part in helping to control the spread of disease to our trees and the trees in our communities, bringing firewood that is not wrapped, bundled, and labeled "Insect Free" onto our properties is prohibited. We do not supply firewood at our sites. Except, Bonnie Brae where firewood is available for your use. Please be conservative, and keep in mind that our staff has limited time for firewood production.
- ❖ After the reservation has ended a camp survey is emailed to the contact person to complete & submit. This is to monitor the success of your visit.
- ❖ **Cancellation Process**
Cancellation of campsite reservation must be made in writing to the GSCWM Information & Referral Center info@gscwm.org or 301 Kelly Way, Holyoke, MA 01040). If a cancellation is made at least four (4) weeks

before a scheduled camping trip, a full refund will be issued. Refunds will not be made for cancellations made less than four (4) weeks in advance.

- ❖ **If your reservation needs to be cancelled due to weather conditions or other site emergencies beyond our control, you will be notified. A refund will be made if your reservation cannot be rescheduled.**