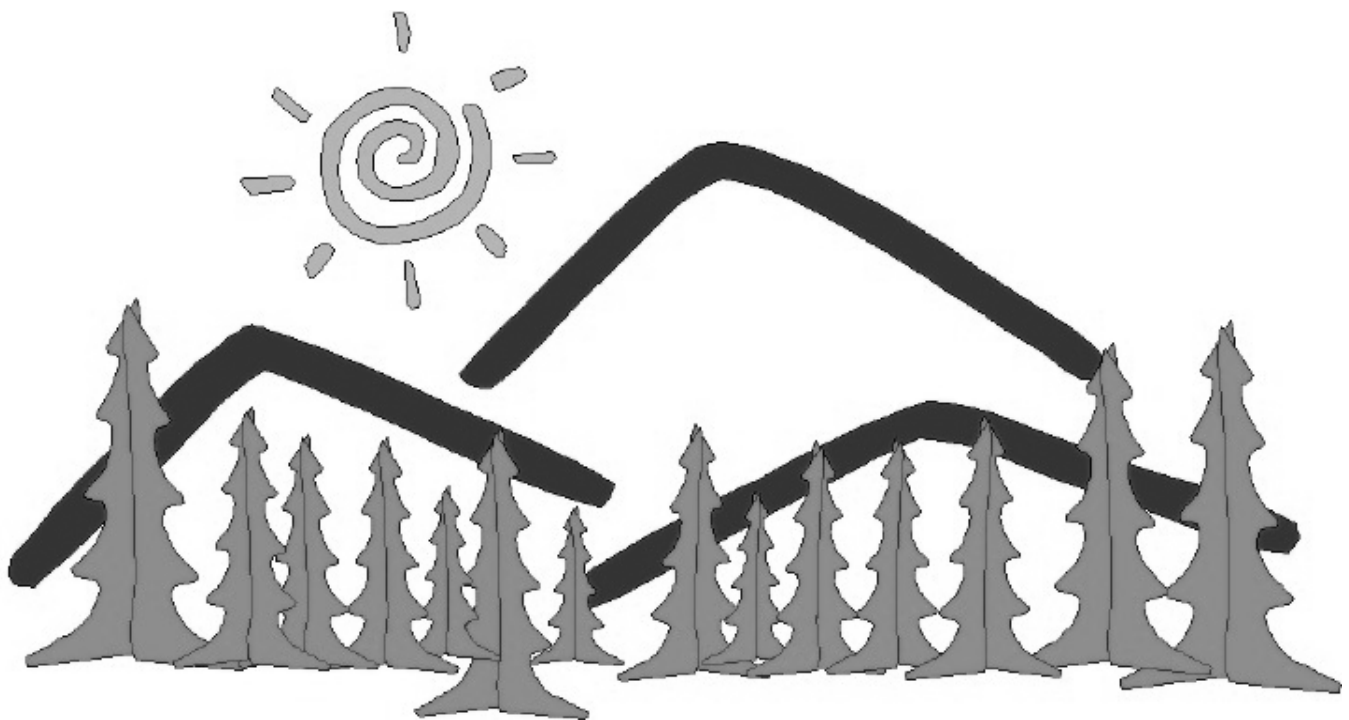


Girl Scouts of Virginia Skyline Council

# Program Center Procedures, Rules, and Forms



Girl Scouts of Virginia Skyline Council Headquarters  
3663 Peters Creek Road, NW  
Roanoke, VA 24019-2809  
800-542-5905 or 540-777-5100  
Fax: 540-777-1151 ~ Web: [www.gsvsc.org](http://www.gsvsc.org)



## **PROGRAM CENTER USER PROCEDURES**

Welcome to camp! We hope your experience is a good one.

- Other groups may be scheduled at the same time as your group.
- Keys will be provided according to the instructions in your confirmation letter.
- Girl Scouts work to preserve our sites for future use. While visiting our program centers, please make every effort to use ecologically sound practices by minimizing vehicle use on the site, recycling where possible, and limiting use of disposable products.
- Maintenance emergency contact numbers are listed on the next page.
- Cell phones may not get a signal at the program centers.
- The following procedures are designed to help you during your stay with us. You will need to have everyone in your group become familiar with them.

### **BRING WITH YOU**

Limited supplies and equipment are provided at each program center. See the description for each site to determine what tools/equipment are provided.

You must bring with you cleaning supplies for kitchen and bathroom such as:

- disinfectant
- sponges/scrub pads or paper towels
- toilet bowl cleaner and scrubber
- dish soap
- toilet paper
- trash bags
- rubber gloves

### **CANCELLATION**

Your reservation is held unless you cancel. To cancel, you must contact Debra Giles, membership and reservations database manager, in advance at 540-777-5101 or 800-542-5905, ext. 101, by email at [dgiles@gsvsc.org](mailto:dgiles@gsvsc.org), or by fax at 540-777-1151. Refunds will be made only if the cancellation is received in writing (letter, fax, or email) two weeks (14 days) prior to the scheduled use.

### **INCLEMENT WEATHER**

There is no guarantee that snow removal will be provided. In the event of inclement or potentially hazardous weather, please call council headquarters at 800-542-5905 or the property manager at 540-529-9174 for an update on site conditions. It is the responsibility of the group to be aware of changing weather conditions that may affect your group's health and safety while on site.

## **BUILDING CHECK-IN PROCEDURES**

1. Walk through the building or unit to make sure electricity and water are on. If there is a problem, please call the emergency maintenance number posted by the telephone.
2. In the winter, adjust the heat for comfort.
3. Check the refrigerator to see that the thermometer reads no higher than 40 °F. Remember that opening and closing the door a lot in warm weather will affect the temperature. Call the emergency maintenance number if the temperature remains above 40 °F for more than 30 minutes.
4. Under no circumstances should any building equipment be removed.
5. Conserve water. Program centers are on well systems. Please do not leave water running. Report leaky faucets on your Program Center Use Report (#2111).
6. If there is a major maintenance problem, please call the emergency maintenance number below. Major problems include such things as no water, no electricity, or storm damage to a building. A major problem is one that might stop your plans, force you to go home, or cause danger. Small problems should be reported on the **Program Center Use Report**.

Sacajawea:        Marc Johnson  
                          540-529-9174

Sugar Hollow:    Fred Williamson  
                          434-823-1882

(Marc Johnson may also be contacted if you cannot reach Fred Williamson.)

## **BUILDING CHECK-OUT PROCEDURES**

1. Be sure that fires in fireplaces and fire circles are completely out. Do not take these ashes home or place them in a garbage container; leave them for the next group to clean out.
2. Remove all garbage when your group leaves and place it in the site dumpsters or trash carts. Take trash with you if the carts or dumpsters are full. Dumpsters are located in the following locations:

Sacajawea:        near the front gate

Sugar Hollow:    at the second gate

3. Please take home or dispose of any extras you may have brought, such as newspapers, grocery bags, #10 cans, decorations, plastic jugs, etc.
4. Be sure that all water faucets are turned off.

5. Be sure that the stove is off, including the top burners and the oven.
6. Check to ensure that thermostats are set to the temperature posted next to the thermostat.
7. Be sure that all lights are turned off.
8. **In the bathrooms**, clean the toilets, clean the showers, clean the sinks, mop the floors, and empty the trash.
9. **In the kitchen**, clean the stove, empty and clean the refrigerator, clean the sinks, put away clean dishes, and mop the floor.
10. Be sure that all windows and doors are closed and locked when you leave.
11. Lock the gate and return the keys according to the instructions in your confirmation letter.
12. Complete the Program Center Use Report (#2111) and mail it to council headquarters.

### **GENERAL FOOD SERVICE PROCEDURES**

- Trash containers in the kitchen/dining area should be covered with lids, or trash bags should be tied when not in use. Place all trash in plastic bags, securely tie bags when finished, and remove them to a dumpster or trash cart.
- Use only clean and sanitized utensils and equipment during food preparation. Avoid cross-contamination of foods. For example, do not place raw meat next to finished foods. Remember to sanitize equipment before use by following the cleaning procedures outlined below. Never assume that cooking equipment is clean, even if it appears clean.
- Clean all food contact surfaces after each use and sanitize them with a solution of one tablespoon of bleach (or 3/4 tablespoon of ultra bleach) to one gallon of water.
- Minimize the time that potentially hazardous foods remain in the temperature danger zone of 40 to 140 °F. Meat, poultry, fish, and eggs should be cooked through completely.
- At least once daily, observe the temperature of the thermometer in each refrigerator and freezer. Record it on the chart posted. Refrigerators should register 40 °F or below for storage of perishable foods. Should the temperature register higher than 40 °F for more than 30 minutes, call the emergency maintenance number.

### **COOKING EQUIPMENT CLEANUP PROCEDURES**

- Scrape food waste from dishes and utensils into trash cans.
- Wash dishes and utensils in a sink or bucket filled with soapy water of at least 100 °F.
- Rinse in a sink or bucket filled with clear water of at least 100 °F.

- Sanitize dishes and utensils by soaking them for one minute in a sink or bucket filled with warm water and bleach. Add one tablespoon of bleach (or 3/4 tablespoon of ultra bleach) per gallon of water.
- Air dry all dishes and utensils and then put them away.

## **FIRES**

- Remove cold ashes in the fire ring before building a fire. Bag these ashes and dispose of them in the dumpster or trash cart (if available).
- Fires are to be built in established fireplaces or fire rings only.
- Available firefighting equipment should include one or more filled water buckets, rakes and shovels, and a hose connected to a spigot, where available.
- Ensure that the fire is completely out before departing; do not remove ashes from your fire.
- Replenish the wood pile for the next group.

**Periodic fire bans issued by the state of Virginia or Girl Scouts of Virginia Skyline Council may prohibit or restrict open burning. You will be notified if such a ban is in effect by mail, email, phone, or a posted notice.**

## **GENERAL PROGRAM CENTER RULES**

Do not bring onto the site or use on site:

- illegal or illicit drugs
- alcoholic beverages
- firearms, ammunition, or weapons
- ATVs, motorbikes, mini-motorbikes, or four-wheelers
- motorboats
- pets, horses, or other livestock except for temporary display/educational purposes and only with the approval of the director of outdoor program or the property manager
- explosives

Smoking and tobacco use are permitted away from children and only in fire circles or graveled/paved areas. Do not smoke in any buildings. Remove all cigarette butts. Girl Scout groups must observe council policy on not smoking in the presence of girls.

Wild animals and plants should be left alone. Do not cut trees or branches from live trees; pick flowers or other plants; or capture, kill, or injure animals.

Personal sports equipment and personal possessions are the responsibility of the owner. Some sports equipment is provided as indicated in the site description and is available on a first-come, first-served basis.

Gas, liquid flammables, and hazardous or poisonous materials should only be handled by persons trained or experienced in their safe use and disposal. These materials should be stored in closed, approved containers, clearly labeled, in locations separate from food.

Power tools should only be handled by persons trained or experienced in their use. Safety devices should be used, and tools should be in good repair.

## **VEHICLES AND EMERGENCY TRANSPORTATION**

Please remember that many local families live along the roads forming the entryways to our program centers. Drivers should obey the speed limit; there may be children or pets near the road.

To contribute to preservation of our sites, minimize vehicle use on the property to essential use only. Observe the parking limitations for each campsite listed in the unit description. Vehicles should be parked facing outwards for use in an emergency with keys readily accessible. Once the parking limitations for each site have been reached, park additional vehicles in the designated parking lots.

Local emergency services (police, fire, rescue squad) are notified on an annual basis of the locations of our program centers. To reach emergency services, dial 911. Directions to each program center are posted next to the telephones.

Observe posted traffic information, speed limits, and parking signs. Do not park on the grass unless directed. THE MAXIMUM SPEED LIMIT IN ALL PROGRAM CENTERS IS 10 MILES PER HOUR.

Do not transport persons in the back of pickup trucks, in non-passenger vehicles, or on the sides of tractors.

Towed wagons may be used for hayrides if the wagons are driven at speeds not to exceed 10 miles per hour, the wagons stay only on the program center property, protective railings are in place to ensure that riders cannot fall off the wagons, sufficient seating space is allowed for each person, and everyone remains seated. Rear lights must be in working order, and drivers should be 21 years old, licensed to drive in Virginia, and experienced in driving the vehicle with a towed wagon. A certificate of insurance from the owner of the wagon and/or hauling vehicle must be sent to council headquarters.

## **HEALTH AND SAFETY**

Girl Scout groups using the site must observe all the safety procedures outlined in *Safety-Wise* and in GSVSC council policies.

Non-Girl Scout groups using the site are advised to provide an adult currently certified in CPR for the age levels served and in first aid from a nationally recognized provider of CPR/first aid training.

Groups are responsible for providing their own first aid care and supplies. Call 911 in an emergency. GSVSC does not provide first aid or emergency care, supplies, or transportation for groups on site.

Groups are advised to collect in writing the following information for all participants:

- name and address
- emergency contact name and phone numbers
- listings of persons with allergies or health conditions requiring treatment, restrictions, or other accommodations
- signed parental permission and permission to seek emergency treatment for minors on site without their parent or a signed religious waiver

In the event of an accident, illness, or incident requiring professional medical, firefighting, or law enforcement assistance, please contact the council via the emergency pager number (866-654-8029) to report the occurrence.

### **SUPERVISION OF MINORS**

Girl Scout groups must observe the requirements in *Safety-Wise* and GSVSC council policies regarding ratios of adults to girls for programs, overnight camping, and outdoor activities.

Non-Girl Scout groups are advised to provide appropriate adult supervision for children under the age of 18 in the following ratios of children to adults:

<u>Age</u>	<u>Children</u>	<u>Adults</u>
5-6	5	2
6-8	12	2
8-11	16	2
11-14	20	2
14-17	24	2

The supervision of all members of the group is the responsibility of the group. This includes provision of qualified personnel for any specialized recreational activities and supervision of the behaviors of all members familiar with the camp's safety precautions and regulations.

### **SAFETY AND EMERGENCY PROCEDURES**

All groups using the program center should prepare an emergency plan including the following types of procedures. Girl Scout groups should follow established GSVSC procedures and emergency plans.

If other groups are camped at the program center, meet them to make your group's presence known to them.

Ensure that all members of the group are familiar with basic safety precautions needed while at the program center:

- Always travel with one or more buddies.

- Have a system for keeping track of group members (i.e., head count, etc.).
- Supply first aid kits and leaders trained in first aid.
- Don't run on trails and in units.
- Dress appropriately for the site and the weather.
- Obey fire safety rules printed elsewhere in this material.
- Park cars facing outwards with keys easily accessible.
- Watch for sudden changes in the weather.
- Establish an emergency signal and explain it to all members of your group. A generally accepted signal is continued cycles of three blasts of a horn or alarm (such as a car horn, air horn, or whistle). When this signal is given, all members of the group should gather at a pre-established spot in the unit or program center. If the program center has a designated fire/emergency bell, do not use it for any other reason. Alert other groups camped at the program center of your emergency signal.

### **THE PROGRAM CENTER GATE**

The program center gate is kept locked when no one is at the program center. Instructions on how to receive keys will be sent when your confirmation is made. It is suggested that the program center gate be closed each evening after dark, **but not locked**. Coordinate this with other groups camping at the same time as your group.

### **IN THE EVENT OF AN EMERGENCY**

**Dial 911. Give the name and location of the program center and describe the emergency.**

### **IN THE EVENT OF A FIRE THAT WOULD REQUIRE EVACUATION (I.E., FOREST FIRE OR BUILDING FIRE)**

- Use the emergency signal.
- Gather the group at the pre-established location.
- Ensure that everyone is present and safe.
- Decide on the safest method and route of evacuation (walk or drive).
- Ensure that everyone follows instructions from emergency personnel.

### **IN THE EVENT OF SEVERE WEATHER**

- Use the emergency signal and notify groups in other units.
- Gather the groups at the pre-established location or closest roofed building.
- Ensure that everyone is present and safe.
- In the event of heavy winds, take shelter in roofed buildings, not tents.

- In the event of thunder and lightning, take shelter.

### **IN THE EVENT OF FLOODING**

- Use the emergency signal and notify groups in other units.
- Gather the groups at the pre-established location.
- Ensure that everyone is present and safe.
- If possible, move to a safe location on higher ground.
- Do not evacuate the program center unless instructed by emergency personnel or GSVSC personnel (flooding may be worse on the road outside the program center).

### **IF EVACUATION IS NECESSARY**

Sacajawea: Evacuate by the front gate. If evacuation by the main road or front entrance is not possible or safe, follow the path down the Sweetheart Tree Trail located on the far side of the field between the archery range and Tanglewood. Follow the trail until you see one or more houses on your right. Cross the creek and seek shelter from these neighbors.

Sugar Hollow: Evacuate by any of the three entrances onto Sugar Hollow Road.

### **SERVICE PROJECTS**

Groups may wish to complete a service project at the program center while camping. The Camp Bear Patch Program is suitable for all age groups; follow instructions elsewhere in this packet.

Groups wishing to undertake a more substantial project should contact Marc Johnson, property manager, at 800-542-5905, ext. 420, or [mjohnson@gsvsc.org](mailto:mjohnson@gsvsc.org).

**Girl Scouts of Virginia Skyline Council will not be responsible for any accident, loss, theft, or act of nature occurring to persons using these facilities.**



# Camp Bear Patch Program

The objective of this program is to encourage the old motto:

**"Leave the site better than you found it."**

We can accomplish this with troop cleanup projects designed to last one to three hours.

**Who:** All groups who camp at program centers.

**When:** Anytime you camp!

## **Where & What to Do:**

Camp Sacajawea Program Center – Trim brush on all trails around the archery range and around all tent platforms and buildings. Clean windows in shelters and buildings.

Camp Sugar Hollow Program Center – Trim brush on trails and roads, especially the road going to Rocky Top. Walk through the main field and remove any rocks that might damage a mower.

If you have any questions, would like additional suggestions for Camp Bear projects, or need a larger project, please contact Marc Johnson, property manager, at 800-542-5905, ext. 420, or [mjohnson@gsvsc.org](mailto:mjohnson@gsvsc.org).

If you want to clean windows, bring newspaper, and we will supply the cleaner upon request.

## WILD ANIMALS AND THE PROGRAM CENTERS

The GSVSC program centers are all located in wooded areas that are attractive to wild animals. In fact, we consider one of the advantages of going to our program centers to be the possibility of seeing wild animals in their natural setting. Raccoons, squirrels, turkeys, rabbits, skunks, mice, opossums, snakes, bears, and a wide variety of birds greatly enhance the outdoor experience.

However, wild animals living at the program centers are just that – WILD. Under no circumstances should anyone approach or attempt to handle wild animals. Here are the recommended practices for safety for everyone (including the animals!):

- Never try to pick up or corner an animal. Any animal will bite if it feels cornered or threatened or feels its young are threatened.
- In any encounter with wildlife, remember to REMAIN CALM and do not panic. Many animals will simply leave if left alone or if there is nothing to attract them.
- If a wild animal comes toward you, try to avoid it. Take another path or backtrack to avoid coming in contact with an animal.
- Never try to feed wild animals.
- If bitten or scratched by an animal, apply standard current first aid and obtain professional medical assistance or call 911. Complete an accident report and file it with council headquarters.
- Do not take any food into cabins or tents. Store food securely in buildings or your vehicle.
- Pick up and properly dispose of all trash. Don't leave leftovers out or leave coolers or any type of food or garbage where an animal can get to it. Bag all trash and carry it to the camp dumpster after each meal or snack. At Sugar Hollow carry trash to the trash shed near the second gate. If the dumpster is full or won't close properly, secure trash in your car trunk or a building.
- If a creature such as a bear or raccoon approaches your car or tent, do not attempt to touch it or get near it. Loud noises such as a car horn or banging pots together will most likely frighten it away.
- If a creature such as a snake or skunk gets into your cabin or tent you should:
  - Leave the cabin or tent and leave the door or tent flaps standing open.
  - Stay calm. Do not attempt to catch or kill the creature.
  - If the animal does not leave, you may have to move to another tent or cabin.

## HOW TO RESERVE FACILITIES AT A VIRGINIA SKYLINE PROGRAM CENTER FOR GIRL SCOUTS IN VIRGINIA SKYLINE COUNCIL

**Reservations are processed on a first-come, first-served basis. Reservations cannot be accepted until nine months prior to the date requested. Council staff members and trainers may make reservations more than nine months in advance for council events. (Rates are listed on the back of this page.)**

1. Look at all the options available. Check out the video *Going to Camp in Virginia Skyline* from council headquarters and read the descriptions of the sites in the **Girl Scouts of Virginia Skyline Council Program Centers Manual (#2164)**.
2. Discuss with the troop/group the program opportunities each center has to offer. Consider the interests and experience of the troop/group.
3. Call council headquarters at 540-777-5101 or 800-542-5905, ext. 101, and speak with the membership and reservations database manager to determine if the program center, date, and unit you wish to use are available. Reservations **CANNOT** be made by phone.
4. Complete the **Program Center/Camp Reservation for GSVSC Members (#2150)**. Make sure to include a second choice of program center, date, and unit in case the first choice is not available. Attach a check payable to Girl Scouts of Virginia Skyline Council for the appropriate fee.
5. Send or give the reservation form to the service unit manager for approval.
6. Ask the service unit manager to forward the approved reservation form and payment to the membership and reservations database manager at Girl Scouts of Virginia Skyline Council, 3663 Peters Creek Road, NW, Roanoke, Virginia 24019-2809.
7. SPECIAL EQUIPMENT REQUESTS, upon receipt, are sent to the property manager for approval. They must be accompanied by a separate check.
8. When the reservation is received at council headquarters, it is processed, and a confirmation letter and instructions for obtaining keys are sent to the adult making the reservation. If the dates and/or units of the first and second choices are not available, the reservation form and check will be returned with an explanation.
9. CANCELLATIONS must be made by calling, emailing, or writing to the membership and reservations database manager. This applies to overnight and day events. REFUNDS will only be given if the cancellation is received two weeks (14 calendar days) before the scheduled program center use.
10. GIRL SCOUT FAMILIES (families of registered Girl Scout adults) and non-Girl Scout groups may rent Girl Scout program centers. Request the information packet or application for use of GSVSC property by non-Girl Scout groups (#1121).

**RESERVATIONS CANNOT BE PROCESSED UNTIL ALL SIGNED PAPERWORK AND FEES ARRIVE AT HEADQUARTERS. FIRST COME, FIRST SERVED. CALLING FOR AVAILABLE DATES DOES NOT GUARANTEE YOUR RESERVATION. THE DATES CANNOT BE HELD UNTIL PAPERWORK AND FEES ARE IN THE COUNCIL OFFICE.**

Over for rental rates...

**PROGRAM CENTER RENTAL RATES  
FOR GIRL SCOUTS IN VIRGINIA SKYLINE COUNCIL**

**Site visits of up to three hours for hiking or a picnic: NO CHARGE**

**CAMP SACAJAWEA PROGRAM CENTER AND CAMP SUGAR HOLLOW PROGRAM CENTER**

**Unit Rates**

Check in no earlier than 3 p.m. on the first day and check out no later than 1 p.m. on the last day.

<i>Facility</i>		<i>Fees</i>
Primitive Sites	For up to two nights and three days	\$ 10.00
	For each additional night	\$ 7.00
	For one-day-only events	
	Day rate for Saturday	\$ 8.00
	Day rate for Sunday-Friday	\$ 7.00
Platform Tent and Cabin Units	For up to two nights and three days	\$ 30.00
	For each additional night	\$ 12.00
	For one-day-only events	
	Day rate for Saturday	\$ 15.00
	Day rate for Sunday-Friday	\$ 12.00
Heated Year-Round Buildings	For up to two nights and three days	\$ 35.00
	For each additional night	\$ 15.00
	For one-day-only events	
	Day rate for Saturday	\$ 20.00
	Day rate for Sunday-Friday	\$ 15.00

**Entire Camp Rates**

Check in no earlier than 3 p.m. on the first day and check out no later than 1 p.m. on the last day.

For up to two nights and three days	\$125.00
For each additional night	\$ 60.00
Day rate for Saturday	\$ 70.00
Day rate for Sunday-Friday	\$ 60.00

**ICIMANI ADVENTURE CENTER**

The rate for use of the main building is \$35 per hour for the first 8 hours and \$20 per hour for hours 9 through 24. Half of the fee must be paid at the time of reservation; the balance is due two weeks prior to use.

**PROGRAM CENTER RESERVATION: GSVSC MEMBERS**

**RESERVATIONS CANNOT BE PROCESSED UNTIL ALL SIGNED PAPERWORK AND FEES ARRIVE AT HEADQUARTERS. FIRST COME, FIRST SERVED. CALLING FOR AVAILABLE DATES DOES NOT GUARANTEE YOUR RESERVATION. THE DATES CANNOT BE HELD UNTIL PAPERWORK AND FEES ARE IN THE COUNCIL OFFICE.**

Responsible adult:			
Address:	City:	State:	Zip:
Day phone number:    -    -	Evening phone number:    -    -		
Email address:			
Date of arrival (month/day/year):	Time of arrival: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
Date of departure (month/day/year):	Time of departure: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
Estimated number of girls:	Estimated number of adults:		

**Dates:**

First choice (month/day/year):	Second choice (month/day/year):
--------------------------------	---------------------------------

**Choice of camp and unit:**

1 = First choice                      2 = Second choice                      \*Primitive fee rate                      \$Heated year-round building

SACAJAWEA	1 or 2	SUGAR HOLLOW	1 or 2	ICIMANI
Entire Site		Entire Site		<input type="checkbox"/> Entire site with main building\$
Troop House Shelter		Running Creek		
Troop Bunkhouse Unit A\$		Rocky Top		
Troop Bunkhouse Unit B\$		Patterson Hall		
Pavilion		Multipurpose Building\$		
Hideaway		Skippy's Haven*		
Gay Lodge\$		Sally Rex Shelter*		
Rendezvous Shelter*		Skippy's Shelter*		
Tanglewood*				
PA Building (events only)				

**Type of use:**

<input type="checkbox"/> Troop/group camping	<input type="checkbox"/> Cabin camping
Troop/group number:	Age level:
<input type="checkbox"/> Service unit event	Name of service unit:
<input type="checkbox"/> Training	Title of course:
<input type="checkbox"/> Regional event	Name of event:
<input type="checkbox"/> Council event	Name of event:

**SERVICE UNIT MANAGER  
APPROVAL**  
(Required to reserve site)

---

Signature

---

Date

**GSVSC outdoor-trained adult accompanying troop/group:**

Name:	Date course completed:
<input type="checkbox"/> Our troop/group will be cabin camping. (Outdoor Education is not required unless you are planning outdoor cooking or a campfire.)	

**First-aider accompanying troop/group:**

Name:	Date certified:
-------	-----------------

**Payment options:**

<input type="checkbox"/> Check or money order (made payable to Girl Scouts of Virginia Skyline Council)			
<input type="checkbox"/> Credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			
Account number:	Expiration date:		
Three-digit security code (from back of card):			
Cardholder's name:	Cardholder's signature:		
Cardholder's billing address:	City:	State:	Zip:

**Would your troop/group/event like to do a Camp Bear service project?     Yes     No**

**FOR OFFICE USE ONLY**



**EQUIPMENT RENTAL FORM**

**Directions:** Complete and return to Girl Scouts of Virginia Skyline Council, 3663 Peters Creek Road, NW, Roanoke, VA 24019-2809 at least four weeks in advance of the date when equipment is needed. Payment must be included with form. You may fax this form (540-777-1151) if including credit card information for payment. Requests without payment will not be processed. The equipment center manager will call or email to arrange details of equipment pickup and return. Items will be available only at the agreed-upon location. All orders for service unit or large events must be coordinated and placed by the event director.

Date(s) needed: From:		To:	
Location of pickup:		Location of return:	
<b>FOR TROOP USE</b>			
Troop number:		Service unit:	
Name of troop camp-trained adult responsible for equipment:			
Address:			
City:		State:	Zip:
Phone number:     -     -		Email address:	
<b>FOR EVENT USE</b>			
Type of event: <input type="checkbox"/> Service unit <input type="checkbox"/> Regional <input type="checkbox"/> Council – Name of event:			
Event director:			
Name of person in charge of equipment:			
Address:			
City:		State:	Zip:
Phone number:     -     -		Email address:	
<b>FOR TRAINING USE</b>			
Name of trainer:			
Address:			
City:		State:	Zip:
Phone number:     -     -		Email address:	
Course:		Site:	
<b>NUMBER NEEDED</b>	<b>EQUIPMENT RENTAL FEE</b>		<b>AMOUNT DUE</b>
	12' x 12' heavy-duty dining fly, <b>\$2 each</b>		\$
	7' x 7' dome-style nylon tent, <b>\$2 each</b>		\$

Make checks payable to Girl Scouts of Virginia Skyline Council. In addition to regular fees charged for use of equipment, a charge for repairs or replacement will be made if equipment is damaged (beyond that attributable to normal wear and tear) while in your care. If paying by credit card, fill in information below.

<b>CREDIT CARD INFORMATION</b>		
Credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		
Account number:		Expiration date:
Three-digit security code (from back of card):		
Cardholder's name:		Cardholder's signature:
Cardholder's billing address:		
City:		State:                      Zip:

<b>FOR OFFICE USE ONLY</b>	
Request approved? <input type="checkbox"/> Yes – Date approved:	<input type="checkbox"/> No
Remarks:	Reason request denied:

Small Equipment Centers:	Polly Greer Route 1, Box 332, Stuart, VA 24171 540-694-3723	Madeleine Harvey 12165 Greenwood Road, Orange, VA 22960 540-672-3466
--------------------------	---	--

For questions on small or large equipment orders, contact Marc Johnson at 540-529-9174 or mjohnson@gsvsc.org.



**USE OF PROGRAM CENTERS BY NON-GIRL SCOUT GROUPS  
(including Girl Scout groups from other councils)**

Girl Scouts of Virginia Skyline Council has two program centers that may be used by non-Girl Scout groups depending on their availability. These sites are **Sacajawea** in Lynchburg and **Sugar Hollow** in Crozet.

Timeframes, types of facilities, and rental fees are as follows:

**Overnight (up to 24 hours), per unit, per night**

Cabin/tent unit	\$ 75.00
Weatherized unit/building	\$100.00
Primitive unit	\$ 25.00
Entire program center	\$350.00

**Day use (up to 10 hours), per unit, per day**

Cabin/tent unit	Monday-Friday: \$ 50.00	Saturday-Sunday: \$ 75.00
Weatherized unit/building	Monday-Friday: \$ 75.00	Saturday-Sunday: \$125.00
Primitive unit	Monday-Friday: \$ 25.00	Saturday-Sunday: \$ 35.00
Entire program center	Monday-Friday: \$200.00	Saturday-Sunday: \$275.00

**Weekend (Friday-Sunday) (April 1 to October 1), per unit, per weekend**

Cabin/tent unit	\$150.00
Weatherized unit/building	\$200.00
Primitive unit	\$ 50.00
Entire program center:	\$700.00

There is no charge to visit a site and hike (up to three hours). If you wish to use any shelter or building, you must pay a day rate. **You must register with Girl Scout council headquarters in advance.** This is done for the protection of the group.

## Requirements for site use include:

- Damage deposit payment of \$100. **The damage deposit will be returned after the Program Center Use Report (#2111) has been received at Girl Scout council headquarters and deductions are made for any damages incurred.**
- Certificate of insurance from the carrier for the group.
- Signed hold harmless agreement.
- Willingness to follow established GSVSC rules and regulations.

## To reserve a program center/camp site, do the following:

- To inquire about the availability of a program center and/or request an application, call Girl Scouts of Virginia Skyline Council headquarters at 540-777-5101 or 800-542-5905, ext.101, between 8 a.m. and 5 p.m., Monday through Friday. This call will **not** confirm a reservation for the site but will only speak to its availability at that point. Reservations will not be confirmed until the reservation form, payment, and deposit are received.
- Reservations for the next calendar year may be made after October 1 of the current calendar year, with the exclusion of **key weekends**. Reservations for **key weekends** may be made no sooner than 30 days prior to the date requested.
- **Key weekends** in the spring and fall are held in reserve for Girl Scouts of Virginia Skyline Council as follows:

Spring:           **Second full weekend in April through first weekend in June**  
Fall:               **First weekend in September through last weekend in October**

- Once the availability of a site has been established, the completed reservation form and a check for the applicable fees **must** be received before the reservation can be confirmed. When submitting the application, be sure to include the certificate of insurance from the carrier for the group and sign the hold harmless statement on the application itself.
- Mail the completed application to:   **GSVSC Program Center Reservations  
3663 Peters Creek Road, NW  
Roanoke, VA 24019-2809**
- A confirmation and additional information regarding keys will then be sent.
- Notice of cancellation must be given **in writing two weeks before** the site usage date.
- **NO REFUNDS** will be made without such notice except in cases of acts of nature.

If there are any questions, or to request additional printed information on any of the sites, please contact Girl Scout council headquarters at 540-777-5101 or 800-542-5905, ext. 101, or [dgiles@gsvsc.org](mailto:dgiles@gsvsc.org).

**APPLICATION FOR USE OF GSVSC PROPERTY BY NON-GIRL SCOUT GROUPS**

Name of group/organization:		Date:
Name of person applying:		
Address:		
City:	State:	Zip:
Day phone number:        -        -	Evening phone number:        -        -	
Email address:		
Date of arrival:	Time of arrival: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Date of departure:	Time of departure: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Overnight? Number of nights:		
Estimated number of youth:		Estimated number of adults:
Estimated number of participants:	Adults:        Men:        Women:        Children:	Boys:        Girls:

**Choice of program center and unit:**

1 = First choice                      2 = Second choice                      \*Primitive fee rate                      \$Heated year-round building

<b>SACAJAWEA</b>	<b>1 or 2</b>	<b>SUGAR HOLLOW</b>	<b>1 or 2</b>
Entire Site		Entire Site	
Troop House		Running Creek	
Troop Bunkhouse Unit A\$		Rocky Top	
Troop Bunkhouse Unit B\$		Patterson Hall	
Pavilion		Multipurpose Building\$	
Hideaway		Skippy's Haven*	
Gay Lodge\$		Sally Rex Shelter*	
Rendezvous Shelter*		Skippy's Shelter*	
Tanglewood*			
Program Administration Building (events only)			

**The Girl Scouts of Virginia Skyline Council Program Centers Manual is attached.**

**Each group is responsible for the information included in the procedures, rules, and forms section.**

**Payment options:**

<input type="checkbox"/> Check or money order (made payable to Girl Scouts of Virginia Skyline Council)		
<input type="checkbox"/> Credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		
Account number:	Expiration date:	
Three-digit security code (from back of card):		
Cardholder's name:	Cardholder's signature:	
Cardholder's billing address:		
City:	State:	Zip:

**If paying by credit card, application may be faxed to our office at 540-777-1151;  
 otherwise, please mail application with check or money order payable to:  
 Girl Scouts of Virginia Skyline Council, 3663 Peters Creek Road, NW, Roanoke, VA 24019-2809**

<b>FOR OFFICE USE ONLY</b>

**Continued on next page...**

## Indemnity/Hold Harmless Agreement

\_\_\_\_\_ (the "User Group") shall indemnify, hold free and harmless, assume liability for, and defend the Girl Scouts of Virginia Skyline Council, Inc. ("Girl Scouts of Virginia Skyline Council"), its troops, agents, volunteers, employees, officers, and directors (collectively referred to hereinafter as "Girl Scouts") from and against all claims, loss, liabilities, damages, other expenses, including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, and court costs, and all other sums, which may be imposed upon, incurred by, or asserted against, the Girl Scouts, by reason of any personal injury, death, or property damage arising out of, alleged to have arisen out of, on account of, or related to the User Group's, its agents', volunteers', employees', members' and guests' use, misuse, or occupancy of the Girl Scouts of Virginia Skyline's facility located at \_\_\_\_\_. If any claim, action, or proceeding is brought against the Girl Scouts by reason of such use, misuse, or occupancy, the User Group, upon the Girl Scouts of Virginia Skyline's written notice, shall at its expense resist and defend such claim, action, or proceeding by counsel reasonably approved in writing by the Girl Scouts of Virginia Skyline. The Girl Scouts of Virginia Skyline may participate in any defense at its own expense.

The User Group acknowledges that the Girl Scouts has no obligation or duty to provide certified supervision or supervision of any kind, unless expressly agreed to by the Girl Scouts of Virginia Skyline, for the occupancy or use of its facility, including but not limited to, any pool or lake.

The User Group warrants that the undersigned is its authorized representative and has authority to enter into this agreement on his/her/its behalf and this agreement is binding upon him/her/it. The User Group, its agents, volunteers, employees, members, and guests agree to abide by all rules, regulations, and guidelines of the Girl Scouts of Virginia Skyline for the occupancy and use of its facilities.

By signing below, the undersigned states that he/she on behalf of the User Group has fully read and understands this agreement, and the User Group agrees to it.

\_\_\_\_\_  
User Group

By: \_\_\_\_\_

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

---

### Read the following and check each item to indicate that it has been completed:

- The "Program Center Procedures, Rules, and Forms" have been read and shared with the group and will be followed.
- Full payment and \$100 deposit have been sent to Girl Scouts of Virginia Skyline Council at the time of reservation.
- A certificate of insurance has been sent (fax: 540-777-1151) indicating liability coverage for the group/family for \$1,000,000 (one million). We MUST receive the certificate of insurance at least two weeks before the date you plan to use the facility.
- The person in charge of the activity is 21 years of age or older.
- No alcoholic beverages or illegal or illicit drugs will be consumed on the site.
- Cancellation notice was sent in writing two weeks before the site usage date.

**PROGRAM CENTER USE REPORT**

The adult in charge is ultimately responsible for the condition of the site and equipment used and should be the last one to leave the site, making sure that everything is clean and secure and that nothing is left behind.

Make sure to lock the gate on your way out of the program center if you are the last group leaving. Return keys as per instructions in your confirmation letter.

**Complete, fold, and mail this form within seven days of use of a GSVSC site.  
You may also fax to 540-777-1151.**

**Type of use (check and complete all applicable information):**

<input type="checkbox"/> Girl Scout group	<input type="checkbox"/> Non-Girl Scout group name:	
<input type="checkbox"/> Troop/group camping or day event	Troop/group number:	Service unit:
First time camping at a council program center? <input type="checkbox"/> Yes <input type="checkbox"/> No		First time camping ever? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Service unit event	Name of service unit:	
<input type="checkbox"/> Training	Title of course:	
<input type="checkbox"/> Regional event	Name of event:	
<input type="checkbox"/> Council event	Name of event:	
Date(s) of program center use:		
Program center used: <input type="checkbox"/> Sacajawea <input type="checkbox"/> Sugar Hollow <input type="checkbox"/> Icimani		
Unit(s) used:		
Note any maintenance problems here (burned-out lights, broken screens or steps, problems with refrigerator or stove, etc.).		

**Number of persons attending:**

	Amer. Indian	Asian	Black	Hispanic	White	TOTAL
Daisies						
Brownies						
Juniors						
Cadettes						
Seniors						
Ambassadors						
Girl Scout Adults						
Non-Girl Scout Youth						
Non-Girl Scout Adults						
<b>GRAND TOTAL</b>						

**Camp Bear service project report:**

Number of girls who worked on project:	Number of adults who worked on project:
Number of hours required to complete project:	
Describe project.	

Signature of adult in charge:		Date:	
Address:	City:	State:	Zip:
Day phone number:     -     -	Evening phone number:     -     -		
Email address:			

Fold Here

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please  
put stamp  
here.



Girl Scouts of Virginia Skyline Council  
3663 Peters Creek Road, NW  
Roanoke, VA 24019-2809

Fold Here