



Girl Scouts of Mitten Bay

Agreement for Use of Girl Scout Premises by Non-council Groups

This form is to be completed by the Girl Scout of Mitten Bay and signed by the renter.

This agreement is between the Girl Scouts of Mitten Bay and:

Name of Group or Organization (Renter) Phone

Address of Group or Organization City Zip

This agreement is your official notice that we have reserved the following site or facility for your use:

Name of Facility Address

DAY USE ONLY

OVERNIGHT USE

Date(s) site is reserved: From to with arrival at o'clock and departure at o'clock.

Rental Fees and Security Deposit

Fee for this rental period will be:

\$75 Security Deposit Received: Yes No

Certificate of Insurance Received: Yes No

Any unpaid rental fee is due two weeks prior to camping date. ONLY CANCELLATIONS MADE AT LEAST 3 WEEKS PRIOR TO RESERVED DATE WILL RECEIVE A REFUND OF THE \$75 SECURITY DEPOSIT.

The Name of Group or Organization (hereinafter referred to as the "Renter") agrees:

- 1. To indemnify the Girl Scouts of Mitten Bay against and hold it 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 Renter's use of the above name site, cabin or facility.
2. To pay for any damage to buildings, equipment, or property (other than that due to ordinary wear, tear, and use) incurred during the Renter's occupancy.
3. To release the Girl Scouts of Mitten Bay of responsibility for loss to or damage from any cause whatsoever to properties of others.
4. To retain a list of names and addresses of all participants with emergency contact names and numbers, health information of known allergies or health conditions requiring treatment, restriction, or other accommodation while onsite. For all minors without a parent on site, a signed permission to seek emergency treatment or a signed religious waiver must be on site with the participant.

The undersigned agrees to abide by all policies and procedures of the Girl Scout of Mitten Bay covering the use of property and facilities, including the following:

1. The Renter has permission to use only the building, tent units, or portions thereof, as indicated previously by this agreement.
2. The Renter must observe all policies governing smoking, alcoholic beverages, and other drugs.
3. The Renter must provide proper and adequate supervision for youth groups that shall include a minimum of at least one adult over 21 years of age plus any additional adults required for the ages and size of the group.
4. The Renter must provide certified adult first aid (including training in bloodborne pathogens) and CPR personnel on site at all times. Groups are responsible for furnishing their own first aid supplies and equipment. Copies of certifications **MUST** accompany this agreement.
5. The Renter will submit to the Girl Scouts of Mitten Bay a written report of all injuries or illnesses experienced by participants, including date, name, address, and incident experienced immediately following the rental period.
6. The Renter must provide certified lifeguards for wading over the knees, swimming, canoeing, and boating. Certified instructors are required for any swimming or small craft instructional programs. Copies of certifications **MUST** accompany this agreement.
7. The Renter may not bring equipment into any building and/or connect it to the electrical service unless included in this rental agreement. House trailers, snowmobiles, motorboats, motorcycles/bikes, recreational vehicles, and/or ATV's are not permitted on any council property.
8. For stays of 5 days or longer the State of Michigan requires the Renter to license the program. Contact your local FIA office for information.
9. The Renter provided a certificate of general liability insurance to the Girl Scouts of Mitten Bay service center with the *Application for Use of Girl Scouts of Mitten Bay Property or Facilities by Non-council Groups* or is submitting it with this agreement form. The site can not be rented without insurance.

*The terms of this agreement can **ONLY** be altered only through the Girl Scouts of Mitten Bay service center. Caretakers will give any assistance possible, but they are not authorized to alter the terms of this agreement.*

The adult in charge of the group on the premises has read and will abide by the procedures outlined in this agreement and the accompanying site booklet provided with this signed agreement. If this agreement is satisfactory, please keep a copy and return a signed copy to the Girl Scouts of Mitten Bay, 5470 Davis Road, Saginaw, MI 48604-9499. Rental is contingent upon receipt of a signed copy of this agreement, a certificate of insurance, and receipt of the \$75 security deposit at the Girl Scouts of Mitten Bay service center.

Signature of Adult in Charge of the Group on the Premises

Signature of Authorized Agent for the Renter

Date

Title or Position

Phone

Signature of Authorized Agent for the Girl Scouts of Mitten Bay

Date

Title or Position

Phone



Girl Scouts.

Girl Scouts of Mitten Bay

Application for Use of Girl Scouts of Mitten Bay
Property or Facilities by Non-council Groups

Proposed Renter: _____

Address _____
City ZIP Code

Name of Authorized Agent _____
Phone

Address _____
City ZIP Code

Fee Schedule for Site Use

(Minimum fee charged every 24 hours of use)

Table with 2 columns: Facility Name and Fee Schedule. Includes entries for Barbara Osterman, Camp Woodlands, Jane Harris Cabin, Camp Oak Hills, and WigWah Trails.

Reservation Information

Site or Facility Requested _____

Requested Dates: Arrival date _____ Time _____

Departure date _____ Time _____

A security deposit of \$75 is required with this application. The balance of the rental fee is due 2 weeks prior to the arrival date. A refund is made only if cancellation is made 3 weeks prior to the reserved date. The security deposit is returned when it is determined that the property was left in satisfactory condition. Groups will be billed for damages exceeding the \$75 deposit.

Estimated number of youth that will participate: _____ Girls _____ Boys

Expected age range of youth participants: _____

Estimated number of adult that will participate: _____ Women _____ Men

Name of person certified in first aid and CPR: _____

Waterfront use requested for:

Swimming Boating Canoeing

Name of lifeguard: _____

Name of small craft instructor (if providing instruction): _____

For stays of 5 days or longer the State of Michigan requires the Renter to license the program. Contact your local FIA office for information. Has this group applied for a Camp License from the State of Michigan? Yes No

The Renter is also required to provide a certificate of general liability insurance when renting one of the above sites and/or facility. Health and accident insurance is not provided by the Girl Scouts of Mitten Bay and is the responsibility of the Renter.

Signature of Authorized Agent for Renter

Date

To be returned with this application:

Required documents:

- Security Deposit
- Copy of First Aid certificate
- Copy of CPR certificate
- Copy of Insurance certificate

Optional documents depending on use:

- Copy of lifeguard certificate
- Copy of small craft instructor certificate
- Copy of State of Michigan Camp License



Girl Scouts of Mitten Bay

**PROCEDURES FOR USE OF GIRL SCOUTS OF MITTEN BAY
PROPERTY OR FACILITIES BY NON-COUNCIL GROUPS**

- A. **ARRIVAL** - Check in with Girl Scouts of Mitten Bay caretaker (name, address and phone number of this person will be sent to you after agreement form is signed) to obtain the key.
- B. **SUPERVISION** - There must be proper and adequate supervision for youth groups which shall include as a minimum at least one adult over 21 years of age in attendance throughout the stay of the group at the site, together with an appropriate number of additional adults depending upon the size of the group.
- C. **PARKING** - One emergency vehicle must be available on the premises at all times. All cars and other vehicles must be parked in designated parking areas, and are not to be driven through campsites, except for emergencies. Any damage to a vehicle is the owner's responsibility. For safety purposes, all cars should be backed into parking spaces.
- D. **EMERGENCIES** - Procedures for emergencies will be sent to you after the agreement form is signed. Upon arrival, check location for fire extinguishers and the directions for their use. If staying overnight, conduct a fire drill before retiring for the night; if weather is threatening, conduct a severe storm drill.
- E. **TELEPHONE** - Groups must reverse charges for all phone calls, or have calls billed to a third number.
- F. **FIRST AID** - Groups are responsible for supplying their own qualified first aider or Health Supervisor; groups furnish their own first aid supplies and equipment.
- G. **SWIMMING, BOATING, CANOEING** - No wading, swimming, boating or canoeing is permitted without an approved lifeguard. The dock is off limits without supervision, and fishing is never permitted from the dock at Camp Oak Hills. Not all sites have waterfront facilities. Canoes must be reserved through the Director of Development with the site application.
- H. **PETS** - Are not permitted
- I. **FIREARMS AND HUNTING** - Are not permitted on Girl Scout property.
- J. **SNOWMOBILES, MOTOR BIKES/CYCLES, ATV's, RV's, MOTORBOATS** - Are not permitted on Girl scout property for recreational use.
- K. **SMOKING** - Is to be discouraged. Smoking is permitted only at firepits, and **NOT** in the woods, on the trails, or in other areas. **NO SMOKING IN TENTS!** State law prohibits smoking in kitchens or cooking areas.
- L. **ALCOHOL AND/OR CONTROLLED SUBSTANCES** - Possession or use of, on Girl Scout property is prohibited, except for drugs administered under a doctor's written orders.
- M. **PAPER SUPPLIES** - The renting group must bring its own paper supplies.

- N. **SECURITY DEPOSIT** - A \$75.00 security deposit is required of any non-council group using Girl Scouts of Mitten Bay property. Deposit is refunded when the caretaker reports that property was left in good condition.
- O. **DAMAGE** - Please report all damaged equipment to the caretaker upon departure. Groups will be billed for any damage to buildings, tents or equipment not covered by the \$75.00 security deposit.
- P. **RULES AND STANDARDS** - If camping for five or more days, and the group includes 4 or more school-age children away from parents or legal guardian, groups must comply with State of Michigan licensing rules. The groups must have a camp license from the State of Michigan. The Girl Scouts of Mitten Bay will ask to see this license, and will refuse property/facility use to non-licensed groups.
- Q. **GROUPS NOT FOLLOWING THESE PROCEDURES WILL BE ASKED TO LEAVE THE PREMISES IMMEDIATELY.**
- R. **CANCELLATION** - If a reservation must be cancelled, contact the Director of Development immediately at 1-800-968-1185 or 989-799-9565 ext. 17. She will notify the appropriate caretaker.

FEES FOR USE OF PROPERTY/FACILITIES

BARBARA OSTERMAN GIRL SCOUT CABIN (Formerly Alma Cabin)	\$54 per night April 1 – November 30 \$70 per night December 1 – March 31
CAMP WOODLANDS	\$54 per night May 1 – November 14
JANE HARRIS CABIN	\$54 per night April 1 – November 30 \$70 per night December 1 – March 31
CAMP OAK HILLS	
Primitive Sites	\$14 per night per unit
Platform Tent Units (# of tents varies per unit)	\$40 per night per unit - May, September, October
ACORN LODGE (Camp Oak Hills)	\$50 per night April 1 – November 14 \$70 per night December 1 – March 31
WIGWAH TRAILS	\$14 per night for primitive sights \$40 per night for platform tents May 1 – September 30