

Heart of Virginia Scout Reservation
Camp T. Brady Saunders, Cub Adventure Camp and Camp
S. Douglas Fleet
1723 Maidens Rd., Maidens, VA 23102



CAMP S. DOUGLAS FLEET USE REQUEST
Heart of Virginia Council, Boy Scouts of America
For all Council Units and District and Council Activities

This packet contains the following forms required to request the use of facilities:

- Camp S. Douglas Fleet Use Request Form
- Summary of Camping Guidelines

Please complete the form and attach copies of the additional documents as required, which include but are not limited to:

- A proposed agenda to include list of activities and facilities you plan on using
- Any required certifications for the use of special activity areas

Bring copies of the following documents when you arrive for your event, they may be left in the tray on the counter in the Administration Office at Camp T. Brady Saunders.

- An approved Tour Permit
- A roster of all individuals and/or groups using the facility

If your activity requires food service or you need the use of the kitchen contact the Camping Director to make separate arrangements.

Please carefully read and then sign the “Summary of Camping Guidelines”. If you have any questions regarding the use of the facility contact the Camping Director.

Thanks for scheduling your event at the Heart of Virginia Scout Reservation. We look forward to having you here and anticipate that you will have a successful event.

Direct all correspondence and questions to:

Dickie Coffey
Camping Director
Heart of Virginia Council Scout Reservation
1723 Maidens Rd.
Maidens, VA 23102
Dickie.Coffey@scouting.org
Office - 804-556-3633
Fax - 804-556-2663

CAMP S. DOUGLAS FLEET USE REQUEST FORM

Heart of Virginia Council, Boy Scouts of America

For all Council Units and District and Council Activities

(Available year-round until preparations for Summer Camp begin; not available again until after the end of all Summer Camp programs)

Unit #: Pack _____, Troop _____, Crew _____ Group or Event Name: _____

Arrival Date & Time: _____ Departure Date & Time: _____

of Youth: _____ # of Adults: _____ Is this an overnight event? ___Y___N

Two adults must be present at all times.

No fee for council units – Out of council units \$1 per person per night.
Each Area can accommodate 100 people and each site will accommodate 25 people.

Indicate areas you wish to use

Camp Area A: Site 1 _____ Site 2 _____ Site 3 _____ Site 4 _____

Camp Area B: Site 1 _____ Site 2 _____ Site 3 _____ Site 4 _____

Camp Area C: Site 1 _____ Site 2 _____ Site 3 _____ Site 4 _____

Camp Area D: Site 1 _____ Site 2 _____ Site 3 _____ Site 4 _____

Activity Shelter located near Camping Area D, Site 1 _____ (NOT to be used for camping)

Dumping Fee: \$ _____ [\$25/Unit or \$150/event]

No dumping fee if trash is hauled out by unit

Calculate Total Fees and List here: \$ _____

Fees must be paid at the Scout Service Center before your group arrives at Camp S. Douglas Fleet

As the leaders in charge of this outing, we have read and agree to abide by the camping guidelines set forth here and on the back of this permit.

Present copies of the following when you arrive at camp.

1. This completed form
2. A complete roster of everyone on the trip or expecting to arrive during your stay.
3. A valid tour permit

Please print the following information clearly so it is readable by anyone:

1st Leader Name: _____ Address _____ Phone: _____

Email _____

2nd Leader Name: _____ Address _____ Phone: _____

Email _____

OFFICE USE:

Date Received: _____ Signature of Council Rep. _____

Received by: _____ Approved _____ Not Approved _____

**SUMMARY OF CAMPING GUIDELINES FOR
CAMP S. DOUGLAS FLEET**

(Available year-round until preparations for Summer Camp begin; not available again until after the end of all Summer Camp programs)

1. **RESERVATIONS:** Reservation may be made in person, by mail or email. Reservations **must be received no later than 7 days prior to the requested use of camp.** Camp use is on a first-come, first-served basis. The adult in charge must sign the statement below and present it to the Campmaster, Camping Director, or Ranger prior to setting up camp.
2. **PARKING:** All vehicles must park in one of the designated parking areas. Parking along roads is not permitted.
3. **CHECK-IN:** Leaders and adult visitors must check in with the Campmaster, Camping Director or Camp Ranger. Do not plan to arrive at camp before 7:00 AM or leave after 10:00 PM. Present a copy of your approved Request for Use Form, attendance roster and tour permit to the Campmaster, Camping Director or Ranger on arrival at camp and **check out with him when you leave.** Vehicles must be in designated parking lots immediately after unloading. Equipment trailers may be left in the campsite.
4. **SPEED LIMIT:** The maximum speed limit on camp property is 15 mph, 10 mph on secondary roads. **NO EXCEPTIONS.**
5. **LIGHTS & STOVES:** Liquid fuel lights and stoves may only be used under adult supervision. A 12" minimum clearance from trees and overhanging branches is required.
6. **GARBAGE DISPOSAL:** All waste materials must be disposed of properly. Combustible trash may be burned in the campsite. Trash may be placed in the camp dumpsters (dumping fee applies). All other waste must be removed from camp property.
7. **FIRES:** Build all campfires on the surface of the ground. Check with the Campmaster, Camping Director or Camp Ranger concerning possible fire restrictions. Use proper approved fire procedures as defined in the Boy Scout Handbook. All fires must be out cold before leaving the camping area.
8. **TREES:** Do not cut or mark any trees without permission from the Camp Ranger. Do not clear underbrush from the edges of the campsite or clean the ground of leaf fall.
9. **PROGRAM AREAS:** Without prior approval, program areas are not available. Approval from the Council must be obtained in advance to use the following: Shot Gun Range, Rifle Range, Archery Range, Climbing Tower, High Low Ropes Course (Project COPE), and Aquatics Area. Use of all buildings and shelters must have prior approval.
10. **PROGRAM ASSISTANCE:** Program needs requiring special effort from the Camp Ranger must be arranged in advance with the Council. At the end of your stay, all borrowed program items must be returned.
11. **PROHIBITED ITEMS:** Alcoholic beverages, illegal drugs, fireworks and firearms are not permitted on camp property. Offenders will be subject to immediate dismissal from camp property.
12. **ACCIDENTS:** All accidents and emergencies should be reported immediately to the Campmaster, Camping Director or Camp Ranger.
13. **FISHING:** No fishing is permitted in the swimming and boat docking areas or within 100 feet of those areas. (Lost fishing lures in those areas are hazardous to swimmers and boaters.) The buddy system is always used in camp but is extremely important when youth are fishing.
14. **PROPERTY OR EQUIPMENT DAMAGE:** The group assumes all liability for abusive damages to camp facilities or equipment. Locked areas of camp (gates or buildings) are off-limits without prior approval from the Council.
15. **USE OF THE ADMINISTRATION BUILDING:** Only adults are permitted to sleep in the Camp Administration Building (with prior approval from the Council). **Sleeping is not permitted in any other building by any youth or adult campers at any time.**

I have read, understand, and will follow the aforementioned regulations. Failure to adhere to these regulations may result in my group forfeiting their privilege to camp at Camp S. Douglas Fleet.

Adult in Charge: _____ Date: _____ Group: _____

*Heart of Virginia, Boy Scouts of America, P.O. Box 6809, 4015 Fitzhugh Avenue, Richmond, VA 23230
Phone: 804-556-3633 e-mail: Dickie.coffey@scouting.org website: www.scoutingvirginia.org*