

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 Non-Profit Groups or Events

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

- Camp S. Douglas Fleet Use Request Form
- Agreement Regarding Use Of Facilities Of The Heart Of Virginia Council, Inc., Boy Scouts Of America

Please complete all of the forms and attach the additional documents as required, which include but are not limited to: (see Agreement Regarding Use of Facilities for details)

- Certificate of Liability Insurance
- A proposed list of activities
- A roster of individuals and/or groups using the facility

If your activity requires food service contact the Camping Director to make separate arrangements.

Please read the agreement carefully. 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
dcoffey@bsamail.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 Non-Profit Groups or Events

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

Group Name _____

Non Profit Tax # _____

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. (circle one)

No fee for council units – Out of council units \$3 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 completely negotiated "Agreement for Facility Use"

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. Trash may be placed in the camp dumpsters (dumping fee applies) or all trash and 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 Council, Scout Reservation, 1723 Maidens Rd. Maidens, VA 23102

Phone: 804-556-3633 Fax: 804-556-2663 e-mail: Dickie.coffey@scouting.org web site: www.scoutingvirginia.org

AGREEMENT REGARDING USE OF
FACILITIES OF THE HEART OF VIRGINIA COUNCIL, INC.,
BOY SCOUTS OF AMERICA

This Agreement is entered into as of the ____ day of _____, 20__ by and between the Heart of Virginia Council, Inc., Boy Scouts of American, a Virginia not for profit corporation, (“Heart of Virginia Council”) and _____ (the “Organization”), for the use of _____ [name of facility] (the “Facility”) by the Organization during the time period and for the purposes indicated on the “Camp Use Request Form” attached hereto and made a part hereof.

In consideration of the undertakings of the parties hereto it is agreed as follows:

1. The Organization will be granted a revocable license to use of the Facility to the extent marked on the Camp Use Request Form, during the times indicated on the Camp Use Request Form.

2. The Organization must provide the following items to the Heart of Virginia Council at the Scout Service Center, 4015 Fitzhugh Avenue, Richmond, VA 23230 in form, scope and substance satisfactory to Heart of Virginia Council:
 - (a) Proof of liability insurance acceptable to Heart of Virginia Council, with a minimum \$2,000,000 combined single limit liability with Heart of Virginia Council and National Council, Boy Scouts of America named as additional insureds. The proof of liability insurance shall provide the effective date of coverage and shall further provide for not less than a ten (10) day written notice of cancellation to Heart of Virginia Council.

- (b) A proposed list of activities to be conducted at the Facility sufficient to fully inform the Heart of Virginia Council of the proposed activities to be conducted at the Facility.
 - (c) A roster of individuals who will be using the Facility and if appropriate, a list of the groups authorized by the Organization to be involved in the activities at the Facility.
- 3. Heart of Virginia Council and the Organization hereby agree that the fees for the use of the Facility shall be based on the charges contained in the Camp Use Request Form. Fees must be paid in full at the Scout Service Center before the Organization arrives at the Facility.
- 4. If the Organization requires food service, the cost of such food service and the use of such facilities shall be negotiated separately between the Heart of Virginia Council and the Organization.
- 5. The Organization hereby agrees to be fully responsible for any and all damages to the Facility which may be attributed to the Organization or its attendees.
- 6. The Organization agrees that no alcoholic beverages, illegal drugs or illegal activities of any kind are permitted to be brought onto, used or in any fashion conducted or tolerated on the Facility. Any breach of this provision shall be grounds for immediate termination of

the license to use the Facility and a forfeiture of all fees by the Organization.

7. The Organization shall provide a minimum of two (2) adult leaders (defined as persons twenty-one (21) years of age or older) who must be present at all times while the Organization is on the Facility.
8. The Facility is on private property owned by and reserved for the use of Heart of Virginia Council and the Boy Scouts of America. Scouting has been granted the status of a private club, exempt from the Americans With Disability Act. The Organization is wholly responsible for complying with the Act and accommodating any needs of its participants.
9. The Organization agrees to indemnify, hold harmless, and assumes all liability for and agrees to defend the Boy Scouts of America, Heart of Virginia Council, their respective chartered affiliates, agents, servants, employees, officers and directors (individually and jointly and severally the "Indemnified Parties") from any and all claims, causes of action, losses, costs, expenses, demands or charges of every kind and nature, including but not limited to any and all liabilities, damages, costs and expenses including but not limited to attorney's fees, investigative and discovery costs, court costs and all other sums, whether due to the joint or sole negligence, strict liability or fault or alleged fault of the Released Parties, the Organization or any of its members, guests, agents, servants, employees, officers or directors in connection with the Facility, the use of the Facility or in connection with any immovable or movable property belonging to the Facility or to any of the Released Parties by any action or omission by the Organization, its members, guests, agents, servants, employees, officers or directors. Specifically included within the indemnity provided to the Released Parties are any liability and any and all claims,

demands or citations arising under any local, state or federal law including without limitation the Americans with Disabilities Act.

10. Heart of Virginia Council and the Organization agree that the Organization, its members and guests will abide by any and all of the Facility's operating rules, as well as all directions and instructions of the Heart of Virginia Council's Scout Executive, Camping Director, Campmaster, Camp Ranger or their authorized designee.
11. The Heart of Virginia Council and the Organization agree that should the Organization fail to provide proper leadership or should the Organization, its members, or anyone on the Facility by permission of or associated with the Organization, fail to abide by the Facility's rules or the directions of either the Scout Executive, Camping Director, Campmaster, Camp Ranger or their authorized designees, then such person in his absolute discretion may immediately terminate the license of the Organization to use the Facility, require all persons associated with the Organization to immediately vacate the Facility, and the Organization shall forfeit any and all fees agreed to herein and in the Camp Use Request Form. The Scout Executive, Camping Director, Campmaster, Camp Ranger or their authorized designee, in his absolute discretion, may require any individual who fails to abide by all rules governing the Facility and its use or the directions of the Scout Executive, Camping Director, Campmaster, Camp Ranger or their designee, to immediately vacate the Facility.
12. This Agreement may not be amended or altered in any manner except by written amendment signed by both parties. The covenants, agreements and indemnities provided in this Agreement shall survive any termination of this Agreement. This Agreement shall

be governed by the laws of the Commonwealth of Virginia and shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

WITNESSES:

HEART OF VIRGINIA COUNCIL, INC.
BOY SCOUTS OF AMERICA, INC.

By: _____
Title: _____
Date: _____

[NAME OF GROUP]

By: _____
Title: _____
Date: _____

Please Print the Following:

Group Name: _____
Group Address: _____

Contact Person: _____
(Name)

Contact Person Phone Numbers: H: _____ B: _____

Contact Person e-mail: _____

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