

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



CUB ADVENTURE CAMP 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:

- Cub Adventure Camp 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

CUB ADVENTURE CAMP USE REQUEST FORM

Heart of Virginia Council, Boy Scouts of America

For all Council Units and District and Council Activities

(Available when Cub Scout Summer Camp programs are not in session.)

Unit #: _____ 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.

Indicate areas you wish to use. There is a fee for some areas, as noted beside area name. Costs are based on use of the area per night, (ex. Friday evening to Saturday afternoon = one night or Friday to Sunday = two nights) some areas require special training certificates to use. These are indicated with an asterisk (*).

Reserve all the areas your group wishes to use:

Castle Pool/Spray Ground*:	\$ _____	[\$75/day - Check on availability before applying.]
BB Range at Colonial Fort*:	\$ _____	[Normally Closed – call for availability and fees]
Archery Range at Colonial Fort*:	\$ _____	[Normally Closed – call for availability and fees]
Administration Building Conference Room:	\$ _____	[\$50/night - ADULT SCOUTERS ONLY]
Dining Hall, Main Room:	\$ _____	[\$200/night – Main area ONLY – no part of the kitchen]
Dining Hall, Kitchen and Equipment*:	\$ _____	[\$300/night – Kitchen use included]
Nature Lodge:	\$ _____	[\$25/night – for use of pavilion areas only]
Handicraft Lodge:	\$ _____	[\$50/night - NO SLEEPING PERMITTED]
Welcome Pavilion:	\$ _____	[\$25/night]
Amphitheater:	Without Lights and Sound _____ [No Fee]	With Lights and Sound \$ _____ [\$150/ night]
Western Fort, Lodging (60 person capacity: 10 rooms, 6 beds in each):	[\$10/person/night or \$250 minimum/night]	
5 Tee Pees (6 beds in each) [\$5/person/night]	\$10 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____
3 Mountain Cabins (24 person in each, 8 adult beds and 16 youth beds):	_____ Cabin 1, _____ Cabin 2, _____ Cabin 3	
[\$5/person/night or \$50 minimum/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
2 Yurts (16-person capacity in each):	_____ Yurt A, _____ Yurt B	
[\$5/person/night or \$50 minimum/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
7 Staff Cabins (each sleep four):	_____ #1, _____ #2, _____ #3, _____ #4, _____ #5, _____ #6, _____ #7	
[\$5/person/night or \$15 minimum/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
Tent Camping: [\$3/person/night]	\$3 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
Day Visits: [\$1/Person/Day]	\$1 X # _____ participants = \$ _____ X _____ day(s) = \$ _____	
Dumping Fee: [\$25/Unit Or \$150/event]	\$ _____	

Calculate Total Fees here: \$ _____

Fees must be paid at the Scout Service Center before your group arrives at the Cub Adventure Camp

*LIST BELOW ADULTS CERTIFIED IN YOUR GROUP TO USE STARRED AREAS, IF APPLICABLE:

COPIES OF CERTIFICATIONS MUST BE TURNED IN WITH APPLICATION

Castle Pool: Safe Swim Defense certification date: _____ Leader Name: _____

Dining Hall Kitchen: Ranger must certify adults on site: date: _____ Leader Name: _____

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. A copy of this application must be presented at check-in.

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
CUB ADVENTURE CAMP**

(Available when Cub Scout Summer Camp programs are not in session.)

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 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 returned to the parking lot 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). All trash and other waste must be removed from camp property.
7. **FIRES :** Fires are permitted at the Cub Adventure Camp only in designated areas. 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: Castle Pool/Spray Ground, BB Range, and Archery Range. 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:** Fishing is permitted from the Adventure Ship and from the banks of the ponds. The buddy system is always used in camp but is extremely important when youth are fishing.
14. **PROPERTY OR EQUIPMENT DAMAGE:** The Unit 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.

I have read, understand, and will follow the aforementioned regulations. Failure to adhere to these regulations may result in my unit forfeiting their privilege to camp at the Cub Adventure Camp.

Adult in Charge: _____ Date: _____ Unit # _____

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