

**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 Non-Profit Groups or Events

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

- Cub Adventure Camp 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](mailto:dcoffey@bsamail.org)  
Office - 804-556-3633  
Fax - 804-556-2663

# CUB ADVENTURE CAMP USE REQUEST FORM

Heart of Virginia Council, Boy Scouts of America

For Non-Profit Groups or Events

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

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.**

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\*: \$ \_\_\_\_\_ [\$100/day - Check on availability before applying.]

Administration Building Conference Room: \$ \_\_\_\_\_ [\$100/night - ADULT SCOUTERS ONLY]

Dining Hall, Main Room: \$ \_\_\_\_\_ [\$300/night – Main area ONLY – no part of the kitchen]

Dining Hall, Kitchen and Equipment\*: \$ \_\_\_\_\_ [\$600/night – Kitchen use included]

Handicraft Lodge: \$ \_\_\_\_\_ [\$100/night - NO SLEEPING PERMITTED]

Welcome Pavilion: \$ \_\_\_\_\_ [\$50/night]

Amphitheater: Without Lights and Sound \_\_\_\_\_ [\$50/night] With Lights and Sound \$ \_\_\_\_\_ [\$150/ night]

Western Fort, Lodging (60 person capacity: 10 rooms, 6 beds in each): [\$15/person/night or \$300 minimum/night]

\$15 X # \_\_\_\_\_ participants = \$ \_\_\_\_\_ X \_\_\_\_\_ night(s) = \$ \_\_\_\_\_

5 Tee Pees (6 beds in each) [\$10/person/night] \$10 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

[\$10/person/night or \$75 minimum/night] \$10 X # \_\_\_\_\_ participants = \$ \_\_\_\_\_ X \_\_\_\_\_ night(s) = \$ \_\_\_\_\_

2 Yurts (16-person capacity in each):

\_\_\_\_\_ Yurt A, \_\_\_\_\_ Yurt B

[\$10/person/night or \$75 minimum/night] \$10 X # \_\_\_\_\_ participants = \$ \_\_\_\_\_ X \_\_\_\_\_ night(s) = \$ \_\_\_\_\_

7 Staff Cabins (each sleep four):

\_\_\_\_\_ #1, \_\_\_\_\_ #2, \_\_\_\_\_ #3, \_\_\_\_\_ #4, \_\_\_\_\_ #5, \_\_\_\_\_ #6, \_\_\_\_\_ #7

[\$10/person/night or \$30 minimum/night] \$10 X # \_\_\_\_\_ participants = \$ \_\_\_\_\_ X \_\_\_\_\_ night(s) = \$ \_\_\_\_\_

Tent Camping: [\$6/person/night]

\$6 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.

1<sup>st</sup> Leader Name: \_\_\_\_\_ Address \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_

2<sup>nd</sup> 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 and attendance roster 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) or 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 # \_\_\_\_\_

*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](mailto:Dickie.coffey@scouting.org)*  
*web site: [www.scoutingvirginia.org](http://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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