

**Heart of Virginia Scout Reservation**  
Camp T. Brady Saunders, Cub Adventure Camp  
and Camp S. Douglas Fleet  
1723 Maidens Rd., Maidens, VA 23102  
Mailing Address:  
PO Box 6809  
Richmond, VA 23230



***CAMP T. BRADY SAUNDERS USE REQUEST***  
*Heart of Virginia Council, Boy Scouts of America*  
For Non-Profit Groups or Events

The following forms are required to request the use of facilities:

- Camp T. Brady Saunders 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 Program Executive to make separate arrangements.

Please read the agreement carefully. If you have any questions regarding the use of the facility contact the Program Executive.

Thanks for scheduling your event at camp T. Brady Saunders. We look forward to having you here and anticipate that you will have a successful event.

Direct all correspondence and questions to:

Mic Mullins  
Program Executive  
Heart of Virginia Council  
Boy Scouts of America  
PO Box 6809  
Richmond, VA 23230  
[mic.mullins@scouting.org](mailto:mic.mullins@scouting.org)  
Office - 804-204-2625  
Fax - 804-353-6109



# CAMP T. BRADY SAUNDERS USE REQUEST FORM

Heart of Virginia Council, Boy Scouts of America

For Non-Profit Groups or Events

(Available after April 1<sup>st</sup> until preparations for Summer Camp begin and from the end of Summer Camp programs until November 1<sup>st</sup> of each year)

Group Name \_\_\_\_\_

Non Profit Tax # \_\_\_\_\_

Event Name: \_\_\_\_\_

Arrival Date & Time: \_\_\_\_\_ Departure Date & Time: \_\_\_\_\_

# of Youth: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Is this an overnight event? \_\_\_\_\_

**Two adults must be present at all times.**

Indicate areas you wish to use. 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 (\*). The "Agreement Regarding Use of Camping Facilities of The Heart of Virginia Council, Boy Scouts of America" MUST accompany this Request Form.

### Check all areas your group wishes to use:

Swimming Area\*: [\$3/person/day] \$3 X # \_\_\_\_\_ participants X # days \_\_\_\_\_ = \$ \_\_\_\_\_  
Boating Area\*: [\$7/ boat or canoe/day] \$7 X # \_\_\_\_\_ participants X # days \_\_\_\_\_ = \$ \_\_\_\_\_  
COPE Ropes Course\*: [\$150/day and \$100/instructor] \$150 X # days \_\_\_\_\_ + \$200 (2 instructors) = \$ \_\_\_\_\_  
Climbing Wall\*: [\$150/day and \$100/instructor] \$150 X # days \_\_\_\_\_ + \$200 (2 instructors) = \$ \_\_\_\_\_  
Amphitheater: No lights and sound [\$50/night] Lights and sound [\$200/night] \$ \_\_\_\_\_ X # days \_\_\_\_\_ = \$ \_\_\_\_\_  
Tent Camping [\$6/person/night] \$6 X # \_\_\_\_\_ (participants) X # nights \_\_\_\_\_ = \$ \_\_\_\_\_

Campsite(s) by Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### **Facilities Not available when short term camping by units but available for special contracted use:**

Administration Building: [\$150 a night] \$ \_\_\_\_\_  
Dining Hall, Main Room (ONLY): [\$250/night - Closed November 1<sup>st</sup> to April 15<sup>th</sup>] \$250 X # days \_\_\_\_\_ = \$ \_\_\_\_\_  
Dining Hall, Kitchen and Equipment\*: [\$550/night - Closed November 1<sup>st</sup> to April 15<sup>th</sup>] \$550 X # days \_\_\_\_\_ = \$ \_\_\_\_\_  
Dumping Fee: [\$150/event] \$ \_\_\_\_\_

Calculate Total Fees and List here: \$ \_\_\_\_\_

### **Fees must be paid at the Scout Service Center before your group arrives at Camp T. Brady Saunders**

\*LIST BELOW ADULTS CERTIFIED IN YOUR GROUP TO USE STARRED AREAS, IF APPLICABLE:  
COPIES OF CERTIFICATIONS MUST BE TURNED IN WITH APPLICATION

Swimming Area: Safe Swim Defense certification date: \_\_\_\_\_ Leader Name: \_\_\_\_\_  
Boating Area: Safety Afloat certification date: \_\_\_\_\_ Leader Name: \_\_\_\_\_  
Dining Hall Kitchen: Ranger must certify adults on site: date: \_\_\_\_\_ Leader Name: \_\_\_\_\_  
COPE Area: Director's name: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_  
Climbing Wall: Director's name: \_\_\_\_\_ Instructor's 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 CAMP T. BRADY SAUNDERS***

(Available after March 15<sup>th</sup> until preparations for Summer Camp begin and from the end of Summer Camp programs until October 31<sup>st</sup> of each year)

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 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 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 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.
15. **USE OF THE ADMINISTRATION BUILDING:** Only adults, with prior permission from council, are permitted to sleep in the Camp Administration Building. **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 unit forfeiting their privilege to camp at Camp T. Brady Saunders.

Adult in Charge: \_\_\_\_\_ Date: \_\_\_\_\_ Unit # \_\_\_\_\_

*Heart of Virginia Council, PO Box 6809, Richmond, VA 23230*  
Phone: 804-204-2625 Fax: 804-353-6109 e-mail: [mic.mullins@scouting.org](mailto:mic.mullins@scouting.org) web site: [www.hovc.org](http://www.hovc.org)



**Heart of Virginia Council Boy Scouts of  
America**

P. O. Box 6809  
4015 Fitzhugh Avenue  
Richmond, VA 23230  
Phone: 804-355-4306

**AGREEMENT REGARDING USE OF  
CAMPING FACILITIES OF THE HEART OF VIRGINIA COUNCIL,  
BOY SCOUTS OF AMERICA**

This agreement is entered into on the dates set forth below between the Heart of Virginia Council, Boy Scouts of America and \_\_\_\_\_ (hereafter referred to as "the organization"), to govern the use of \_\_\_\_\_ (name of facility) the organization during the time period indicated on the "Camp Use Request Form".

1. The organization will be granted full use of the facilities marked on the "Camp Use Request Form", during the times indicated on the "Camp Use Request Form".
2. Heart of Virginia Council requires that the organization must provide the following items to the Heart of Virginia Council at the Scout Service Center before arriving at Camp.
  - a) Proof of liability insurance acceptable to Heart of Virginia Council for a minimum \$2,000,000 liability with Heart of Virginia Council and National Council, Boy Scouts of America named as additional insured. The proof of liability insurance shall provide the effective dates and shall further provide for a ten-(10) day written notice of cancellation to Heart of Virginia Council.
  - b) A proposed activity list
  - c) A roster of individuals who will be using the camp facilities, or if available, a list of the groups authorized by the organization to be involved in the activities on camp property.
3. Heart of Virginia Council and the organization hereby agree that the fee for the use of the camp facilities shall be based on the fees outlined in the "Camp Use Request Form". Fees must be paid at the Scout Service Center before the organization arrives at camp.
4. If the organization requires the use of the dining hall and food service facilities, cost of such food service and the details in regard thereto shall be negotiated separately between the Heart of Virginia Council and the organization.
5. It is understood by both parties and the organization hereby agrees to be fully responsible for any and all damages to camp property which may reasonably be attributed to the organization or anyone on the camp property with the permission of the organization, and the organization agrees to promptly pay any and all reasonable damage claims when presented.
6. Both parties hereby agree that no alcoholic beverages or illegal drugs of any kind are permitted to be brought onto or used in any fashion on the camp premises. Breach of this provision shall be grounds for immediate termination of this agreement and forfeiture of all fees by the organization.
7. It is agreed that the organization shall provide a minimum of two adult leaders (defined as persons 21 years of age or older) for the organization present in camp with the organization. At least two adult leaders must be present with the group at all times while the group is on camp property.
8. The organization shall indemnify, hold harmless, assume liability for and defend the Boy Scouts of America, Heart of Virginia Council, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors from any and all costs and expenses, including but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums that the Boy Scouts of America Heart of Virginia Council, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors incur as a result of any demand for claim or assertion of liability under any municipal, state or federal law or cause of action, including any action under the Americans with Disabilities Act, arising or alleged to have arisen out of any act or omission of, any use of real or personal property belonging to, the Boy Scouts of America, Heart of Virginia Council, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors. Notwithstanding anything in this paragraph 8 to the contrary, the



Organization shall not be required to indemnify, hold harmless, assume liability for or defend the Boy Scouts of America, Heart of Virginia Council or Scouting's chartered organizations or any of their affiliates, agents, servants, employees, officers, volunteers or directors from any negligent acts of the aforementioned entities or persons.

9. Heart of Virginia Council and the organization agree that the organization, its members and guests will abide by any and all of the camp operating rules, which have been provided to the organization, as well as all directions and instructions of the Scout Executive, Camp Director, Camp Master, or Camp Ranger.
10. 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 camp property by permission of or associated with the organization, fail to abide by camp rules or directions of the Scout Executive, Camp Director, Camp Master, or Camp Ranger, then the Scout Executive may in his discretion terminate this agreement, require all persons associated with the organization immediately vacate the camp property, and the organization would forfeit any and all fees agreed to herein., The Camp Master, Camp Director or Camp Ranger, in his discretion, may require any individual who fails to abide by camp rules or the directions of the Camp Master, Camp Director or Camp Ranger, to immediately vacate the camp property.
11. The agreement may not be amended or altered in any manner except as provided for herein, or by written amendment signed by both parties.

ORGANIZATION

HEART OF VIRGINIA COUNCIL, INC. #602  
BOY SCOUTS OF AMERICA

By: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title

Title

\_\_\_\_\_

\_\_\_\_\_

Date

Date

*Please Print the Following:*

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone Numbers (include area code):

(H) \_\_\_\_\_

(B) \_\_\_\_\_

(FAX) \_\_\_\_\_

(cell) \_\_\_\_\_

