



Girl Scout Council of St. Croix Valley

Procedures For The Renting Of Council-Owned Sites And Facilities
To Non-Girl Scout Groups/Organizations

1. When not being used by council groups, the campsites and facilities will be available for use by non-council groups and organizations. All people will be given equal opportunity to access regardless of race, color, religion, sex, age, national origin, physical or mental handicap, sexual preference, public assistance status, marital status or veteran status.
2. Rental of council-owned sites, equipment, and facilities will be limited to only those groups and organizations with a purpose compatible with that of the Girl Scout Council of St. Croix Valley. A deposit toward the total fee will be required in advance. Damage, breakage, or loss beyond ordinary wear and tear will be charged to the renting group. All groups are expected to complete the general cleaning requirements. A copy is sent to every group and is posted in the buildings. If the items on the list are not completed satisfactorily, the group's deposit will be withheld and will not apply to its total fee.
3. Requests for application forms for use of council-owned sites and facilities should be forwarded to the Girl Scout Council of St. Croix Valley, 400 South Robert Street, St. Paul, MN 55107, or by calling (612) 227-8835.
4. It is recommended that application forms be completed and returned to the council office eight weeks prior to use. A deposit of \$25 must accompany the application form. It is possible to use the sites on shorter notice if you call first to see if the site is free; then fill out the application form and return with deposit. In making application, if possible, indicate a first and second choice of dates. Whenever possible, the first choice of dates will be honored.
5. Processing of the application will be completed within one (1) week of receipt of application and deposit.
6. A confirmation of the reservation will be forwarded to the renting group along with an invoice of charges or fees due. The balance of the fees is due at least four weeks preceding the use of the site, or immediately if period is less than four weeks.
7. If it becomes necessary to cancel or terminate the arrangement, a written notice must be submitted to the Girl Scout Council of St. Croix Valley by the renting group or organization. Such notice must be received at least four weeks prior to date reserved. No portion of the fee will be refunded after the four week deadline. The only exception is as follows: cancellation due to severe weather. In this case, all but a 20 percent processing fee will be refunded.
8. The group renting is to be responsible for providing its own adult leaders or staff. The group is expected to meet the following leadership standards:
 - a. at least one adult 21 years of age or older
 - b. the overall proportion of adults to campers must be at least:

1 adult for every 6	-7-8-year-olds
1 adult for every 8	-9-10-11-year-olds
1 adult for every 12	-12-13-14-year-olds
1 adult for each group of 15 year olds and over	
 - c. for any male/female groups renting the sites, there must be at least one male and one female adult accompanying the group

9. Red Cross Waterfront standards must be adhered to by any group planning waterfront activities.
10. On sites where there are resident site managers, the renting group must check in and out with the site manager. If, for any reason, there is a change in the group's arrival time from that indicated on the application, the group must notify the site manager.
11. The properties director or a representative will be available to show the site to a representative of the group in advance, upon request.
12. Each site has a site manager who is responsible for that site. The manager may or may not live on the site. If you have trouble with the facilities or equipment and need help, feel free to call the site manager listed on the emergency card posted by the telephone at each site. Please keep in mind, however, that they do not work 24 hours a day, seven days a week. Their primary responsibility is to maintain and protect the site. They are not janitors, maids, or housekeepers. The responsibility for keeping the buildings clean, swept, dishes washed, etc., is yours.
13. An evaluation form will be sent to all groups using council-own sites and facilities. We expect it to be completed and returned to the address below. A key for the Sagata Program Center will be sent to the person in charge of the group one week before the date reserved. Within three days after the event, the person in charge is expected to return the key (if applicable) and the completed evaluation form to the activities registrar, Girl Scout Council of St. Croix Valley, 400 South Robert Street, St. Paul, MN 55107.
14. A certificate of liability insurance may be required from any renting group or organization. The Girl Scout Council of St. Croix Valley does not provide liability insurance for non-member groups or individuals.
15. Participants who are not members of the Girl Scout Council of St. Croix Valley are not covered under the Girl Scout Council of St. Croix Valley basic accident insurance. Such participants assume responsibility for any medical expenses which might be incurred from any accident.
16. Each participant must sign a Release Hold Harmless Waiver Agreement and return it to the Girl Scout office before using the site.
17. Groups using the sites are to abide by the camp rules and regulations, which are:
 - a. firearms are prohibited on camp property
 - b. no snowmobiling on camp property
 - c. no use or possession of illegal drugs
 - d. no pets

Fee Schedule for Site and Equipment Rental to Non-Girl Scout Groups/Organizations

Day Use

<u>Site Only</u>	\$1.00/person
<u>Troop House</u> (Rolling Ridges, Mary Randall, Sagata, Windy Acres, Wastahi, Lakamaga Troop House--each level) winterized, plumbing...	\$3.00/person
<u>Troop Houses</u> (Tyoga, Craft House, Snafu, Edgewood, Thunderbird Staff House, Abbey, Infirmary--non-winterized, plumbing).....	\$2.00/person

Overnight Use

<u>Troop House</u> (winterized, plumbing).....	\$8.00/person first night
	\$5.00/person each additional night
<u>Troop House</u> (non-winterized, plumbing).....	\$5.00/person first night
	\$3.00/person each additional night
<u>Voyageur Lodge</u> (no sleeping).....	\$25.00/day any size group
<u>Platform Tent Units</u>	\$2.50/person/night
<u>Day Camp Units</u>	\$2.00/person/night

Rental fee per day for equipment is as follows:

Trail Tents (any small tent)	\$3.00
Backpacks	\$1.00
Duluth Packs	\$1.00
Canoes, Boats	\$5.00
Sailboats	\$8.00
Archery (bows and arrows)	\$1.00
Unit Box with Equipment	\$5.00
Earth Ball	\$2.00
Parachute	\$2.00
Portable Kitchen Fly	\$1.50
Snowshoes	\$2.00
Cross-Country Skis	\$3.00

Damage, breakage, or loss beyond ordinary wear and tear will be charged to the renting group. The equipment listed above may only be used on the site where it is located. We will not allow equipment to be taken off council property.

Other buildings and equipment prices will be quoted upon request.

The mission of the Girl Scouts is to help girls grow up to be caring, competent, confident women.

The Girl Scout Council of St. Croix Valley has approximately 16,000 girl and adult members, covers a 5,000 square mile area, and serves all or parts of Anoka, Chisago, Dakota, Isanti, Pine, Ramsey and Washington counties in Minnesota, and Burnett, Pierce, Polk and St. Croix counties in Wisconsin.