

girl scouts 
of southeastern
new england

Camp Rental Book



500 Greenwich Ave
Warwick, RI 02886
401.331.4500
4/19/2022

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CAMP RENTAL INFORMATION: General

Please read all topics below carefully.

- **Reservations:** Camp rentals can be reserved through the web platform DoubleKnot via www.gssne.org. Report any changes to your reservation to Girl Scouts of Southeastern New England (GSSNE) prior to your arrival at camp.

All participants should make themselves familiar with this rental book which available online via an online document on DoubleKnot.

- **Payment and Paperwork:** In order to hold a camp reservation request, a deposit of 25% of the full balance must be paid at the time of booking. All additional paperwork* (including any certifications, final group numbers, etc.) must also be submitted to GSSNE one month prior to rental date.

Non-profit groups and for-profit groups must complete and return the Hold Harmless form at the back of this Rental Book. Girl Scout members renting for private or family events (completely unaffiliated with any non-profit or for-profit entities) must complete and return the Signature of Agreement at the back of this Rental Book.

Reservations can be made at any time, provided that there is availability. Reservations within the one-month period will require return of all paperwork within 2 business days.

- **Cancellation and Refund Policy:** Refunds will not be issued for a cancellation or change less than one month prior to rental date. Cancellation requests must be presented in writing to receive any refund. A refund equivalent to the deposit amount (25% of the full balance) will be processed if the cancellation is submitted and processed one month or more prior to the rental start date.

Changes to reservation site, dates, or other details specified in the Signature of Agreement must be presented in writing and will only be processed by cancelling your previous reservation and booking a new site. See cancellation language above for the refund policy pertaining to a rental change or transfer.

- **Additional fees:** Telephone charges, damages, loss of supplies, clean-up costs, etc. incurred by renters will be billed within 60 days of rental.
- **Not Allowed:** No weapons, illegal drugs, medical marijuana, or alcohol are allowed on any GSSNE properties. Cigarette smoking and vaping (e-cigarette usage) are permitted by adults in personal vehicles parked in camp parking lot, and never in front of girls. The use or possession of illegal substances will be subject to state and federal laws. Permission for exceptions may be sought for non-Girl Scout, private events. Pets are not allowed at camp. Service animals are an approved exception.

CAMP RENTAL INFORMATION: Facilities

- **Reports:** At the end of your stay, complete the *Site Use Report* (sample found in this Rental Book) and leave it in the mailbox at each camp. If there is a maintenance concern that must be tended to immediately (i.e. leaking toilet or pipe, gas leak, electrical sparks), contact the camp caretaker before departure.
- **Vehicle Use:** One car is permitted to be driven into camp to drop off food and other equipment. One car per unit may be kept at the unit as an emergency vehicle. All other vehicles must be kept in the camp parking lot. Do not park in turn around areas. Make sure emergency vehicles can pass on all roads. Attendees should be prepared to carry personal luggage and equipment to the unit. Trailers or recreational vehicles of any kind are not permitted on GSSNE properties.
- **In-Camp Roads:** Drivers are encouraged to check the road conditions first before proceeding through the gate to lodges, cabins, or platform tent units.
- **Keys:** Keys to the gate and lodge can be picked up in the mailbox at the entrance to camp. *Please take only one set of keys.* The gate should be left closed but not locked during your time at camp. Please lock the gate and return keys to the mailbox after leaving camp.
 - **Rocky Farm:** Keys can be found in mailbox to the left of the entrance of the lodge.
 - **Hoffman:** Keys are not needed for any gates or buildings at Camp Hoffman. The caretaker will unlock all buildings and prepare them for use.
- **Accessibility:** Some buildings are wheelchair accessible. Some platform tents have ramps installed. Terrain at each camp varies from grass paths, stone paths, and dirt or woodchip paths. Please contact the GSSNE office before your event for more information if accessibility is a concern.
- **Beds, Cots, Bunks, and Mattresses:** Please do not move beds, cots, bunks, and/or mattresses from their original location. They are set according to fire codes and safety regulations.
- **Phone:** Phones are available for emergency use only. Please do not use phones for personal use. All calls must be recorded on the *Site Use Report* and will be charged to the renter. In the event of a crisis, follow the steps for crisis procedures posted by the phone.
- **Cleaning Supplies and Chemicals:** Provided at all camps.
 - **Hoffman:** All cleaning supplies are located in the following buildings: Wellville, Longhouse, New Old House, and individual leader/adult cabins. Chemicals are located under the sink.
 - **Rocky Farm:** All cleaning supplies are located in the lodge. Chemicals are located under the wash sink.
- **Fire Permits:** Permits are required for outdoor fires, except at Camp Hoffman. Permits may have fees associated with them.
 - **Hoffman:** No permit required. Fires are only permitted in designated indoor fireplaces and outdoor fire circles.

- **Rocky Farm:** Renters must call the Newport Fire Department at 401.846.2211 to obtain a fire permit for outdoor fires. Please call 1-2 days before your camping date.
- **Campfires:** Renters should plan to bring their own in-state wood or collect wood from dead trees on the site. Please note that firewood cannot be transported across state lines. Renters can collect tinder and kindling from dead trees on the site; use hard wood rather than firewood from conifers (pines, etc.). Woodpiles are expected to be replenished when used. Make sure fires are completely out before leaving the fire area. Before lighting any fire, ensure a bucket of water is present fireside. Camping fuel is limited to wood, charcoal, and propane. Gas and lighter fluid are not allowed.
- **Personal Items:** GSSNE is not responsible for personal items or personal property, lost or otherwise.
- **Equipment:** Groups must bring all needed equipment for cooking, eating, sleeping, and First Aid.
- **Medication and Participant Health Information:** all medications (for those 18 years of age and younger) must be locked up and administered by the troop's first aid trained person or the troop leader in the absence of the first aid person. Emergency medications (i.e. inhalers, epi-pen/Benadryl, insulin etc.) are permitted to be carried by participant or designated adult.

The following information should be collected by a designated adult for all participants under the age of 18 years old.

- Names and addresses of all participants
- Emergency contact information (names and numbers)
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site
- For minors without a parent on site, signed permission to seek emergency treatment or a religious waiver.
- **Smoking:** GSSNE policy states, "Smoking by girls and by Girl Scout adults is not allowed at Girl Scout meetings or activities. In no activity or location should adults smoke in the presence of girls." Smoking by adults is permitted only in personal vehicles parked in the camp parking lot, and never in front of girls.
- **Trash:** All trash and recyclables must be properly bagged and placed in the bins or dumpsters on site.
- **Waterfront and Swimming Areas:** The swimming and/or boating areas are strictly off limits at all times. Renting the waterfront areas requires submission of a separate application form. GSSNE approved lifeguard(s) must be hired in order to use the waterfront areas.
- **Property Boundaries:** Please note the property boundaries on the map for the camp you are staying at. If you do not feel safe asking a stranger to leave the property, please contact local police.
 - Camp Hoffman: South Kingstown Police Dept. 401.783.3321

- Camp Rocky Farm: Newport Police Dept. 401.847.1306
- **Emergency:** Emergency contact phone numbers (orange sheet) are posted by all camp phones. Please read this orange sheet upon arriving. In the event of a true emergency, call 911 immediately.
- **Upon Departure:**
 - Clean all areas of camp used. Remove all trash and recyclables.
 - Remove all personal belongings. Lost items are not the responsibility of GSSNE.
 - Set all thermostats to 55 degrees in lodges.
 - Complete *Site Use Report* and leave in lodge mailbox or House by the Side of the Road at Hoffman.
 - Return keys to mailbox where they were picked up.
 - **Note:** Hoffman renters will not have keys during rental.

AMENITIES AVAILABLE AT CAMP FOR OVERNIGHT RENTALS

	Electricity	Refrigerator	Dishes, Pots, Pans, Utensils	Stove	Fireplace or Fire circle	Toilets	Showers (adults only)	Bed and Mattress	Limited Mobility Access
Camp Hoffman									
Longhouse	Yes	Yes	No	Gas	Yes	Flushies	Yes	Yes	Yes
New Old House	Yes	Yes	No	Electric	Yes	Flushies	No	Yes	No
Wellville	Yes	Yes	No	Electric	Yes	Flushies	Yes	Yes	Yes
Platform Tent Units	No, adult cabin only	No	No	No	Yes	Flushies	No	Yes	Yes **
Cabin Units	Yes	No	No	No	Yes	Flushies	No	Yes	No
Primitive Site	No	No	No	No	Yes	Flushies	No	No	Yes
Camp Rocky Farm									
Elms Lodge	Yes	Yes	No	Gas	Yes	Flushies	Yes	Yes	Yes
Primitive Site	No	No	No	No	Yes	Flushies	No	No	Yes

FACILITY TECHNICIAN AND CARETAKER CONTACT INFORMATION

Facility technicians and caretakers may be on site during your rental. This person in charge of all site and facility use. Only contact the caretaker in the event of an emergency or an issue listed below.

Camp Hoffman: Dan Webster, Fac. Tech., cell # 401.255.4623

Workshop # 401.789.6350

Camp Rocky Farm: Sara King, Caretaker, cell # 401.641.3858

Power Failure or Electrical Issue

1. The fire alarm panel will sound an alarm. This is normal and will stop when the power comes back on. Please do not attempt to go into the fire alarm panel or the electrical panel box.
2. The emergency lights will come on which is another indication that the building has lost power.
3. If power does not come back on in a reasonable amount of time, you should leave the building.
4. Contact National Grid to report the issue. If there is an elevated issue, contact the proper facility technician or caretaker for your site. If unable to contact the facility technician or caretaker, please contact the GSSNE crisis line.

Heating Issue

1. Check the thermostat. Each lodge has directions on how they operate. Is the thermostat on and set at an appropriate temperature for use?
2. If the furnace fails to start, contact the proper facility technician or caretaker for your site.

Water Issue

1. If there is a leak or a water pipe bursts, turn off water at nearest knob if possible.
2. Water is brown or seems abnormal. Do not use water.
3. Contact the proper facility technician or caretaker for your site.

GSSNE PROPERTY INFORMATION

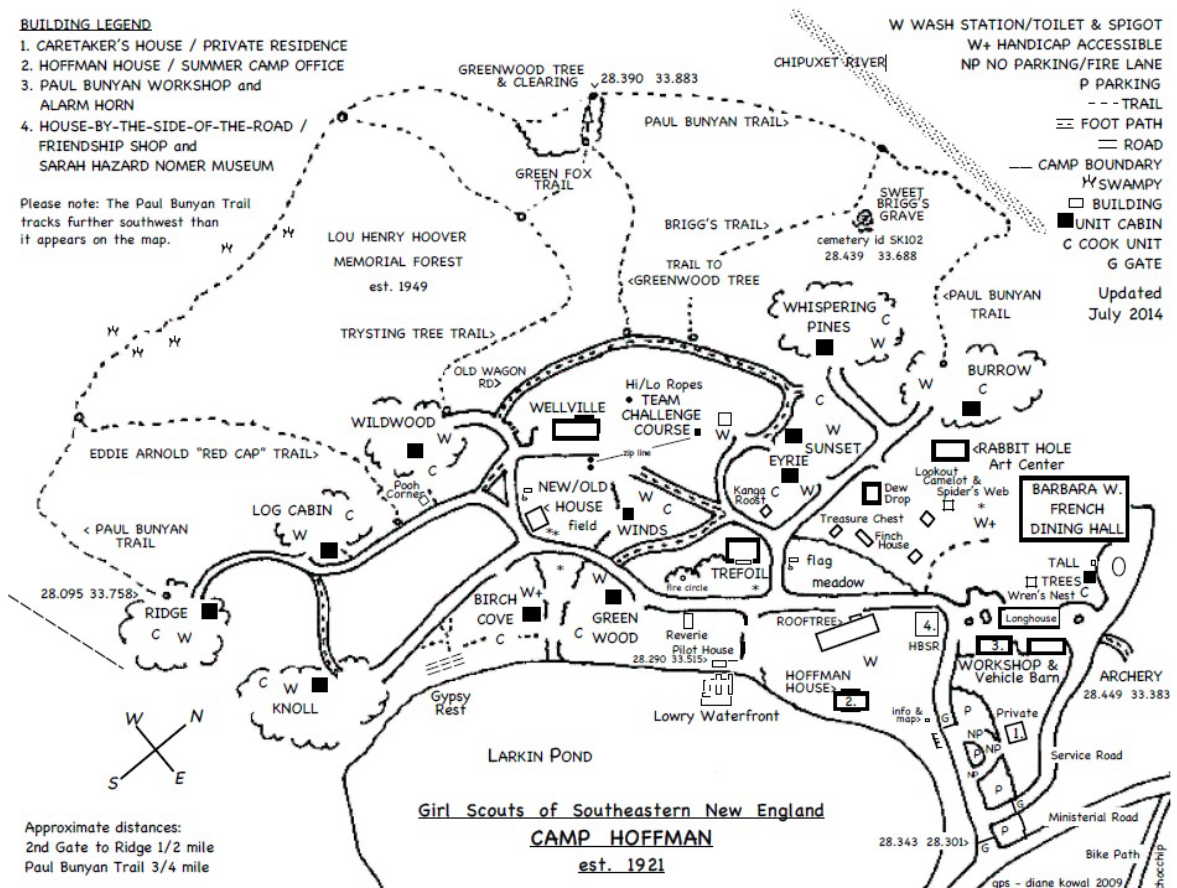
CAMP HOFFMAN 2850 Ministerial Road West Kingston, RI 02892 401-783-2367

From the north: Take Rt. 95 south to Exit 9 (Rt. 4). Continue south on Rt. 4 to Exit 5B (Rt. 102 North-Exeter). Continue on Rt. 102 to the traffic light at the intersection of Rt. 2 and 102. Turn left onto Rt. 2 South. Follow Rt. 2 to the traffic light at the intersection of Rt. 2 & Rt. 138. Turn left at this light onto Rt. 138 East. Continue on Rt. 138 to traffic light at Rt. 110 (Ministerial Road). Turn right at the light and follow for approximately 1 mile. Camp entrance is on the right.

From the south: Take Rt. 1 North to Rt. 110 North. Follow for approximately 5 miles. The camp entrance is on the left just past the pond.

From the east: Follow Rt. 138 west through Kingston Village and URI as far as the traffic light at Rt. 110 (Ministerial Road). Turn left at the light onto Rt. 110. Camp entrance is 1 mile down on the right.

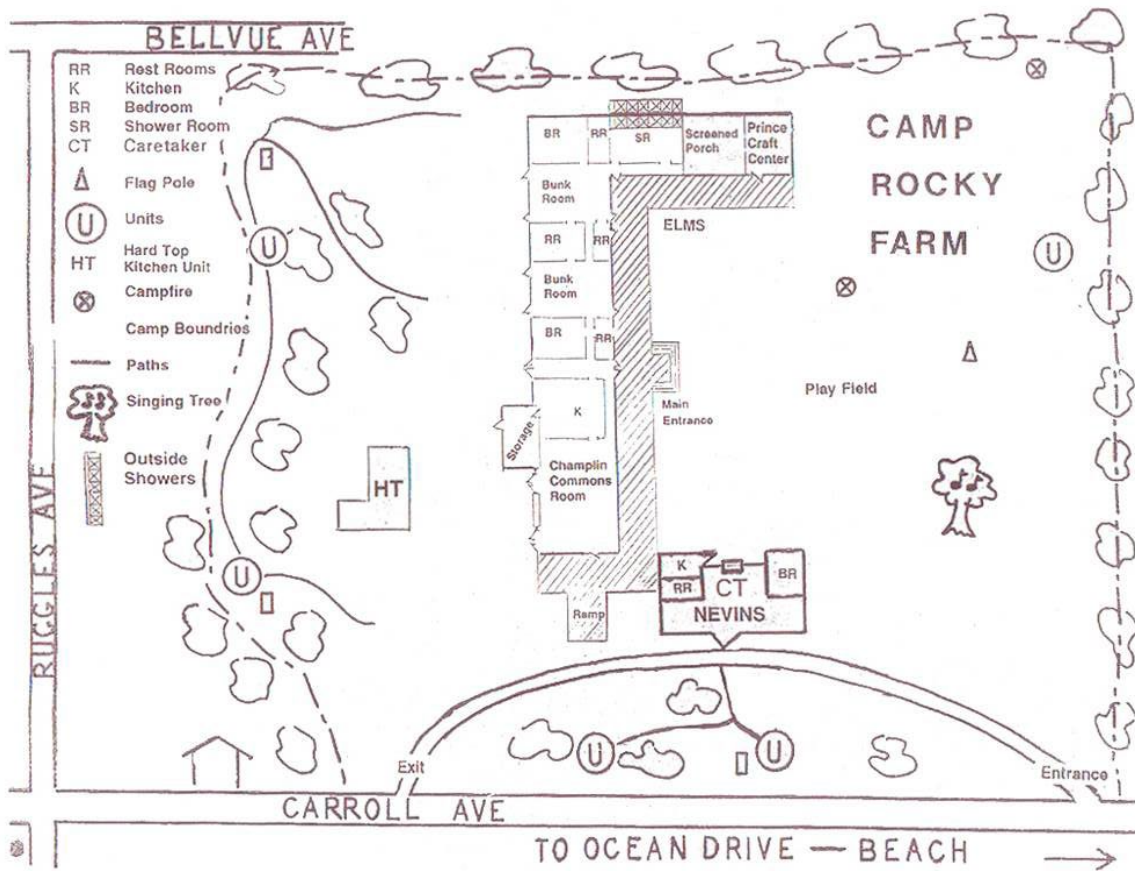
From the west: Take Rt. 138 East through West Kingston Village. At the traffic light intersection of Rt. 110 & Rt. 138, turn right onto Rt. 110 (Ministerial Road). Camp entrance is 1 mile down on the right.



CAMP ROCKY FARM
160 Carroll Avenue
Newport, RI 02840
401-846-2266

From the west: Take Rt.195 east into Massachusetts. Take Rt. 24 south. Follow Rte. 24 for 10 miles to Rt. 114 south. Follow Rt. 114 for 6 miles and turn left onto Rt. 214 south (just past Newport Furniture). Continue on Rt. 214 for 4 miles through 3 sets of lights to Rt. 138-A. Follow Rt. 138-A, which turns into Memorial Boulevard. Turn left onto Bellevue Avenue and follow for approximately 1 mile. Turn right onto Ruggles Avenue (look for signs to Fort Adams/Hammersmith Farm). Follow Ruggles to 2nd stop sign at intersection of Carroll Avenue. Turn left onto Carroll Avenue - camp entrance is about ¼ mile on left. Go past the first gate to second gate where mailbox is located.

From Newport Bridge: Off bridge, take Rt. 238 south and proceed past cemetery to second set of lights. Turn right at light, continuing on Rt. 238. This becomes America's Cup Avenue, which you will follow up the hill to the light at Bellevue Avenue. Turn right onto Bellevue Avenue and follow for approximately 1 mile. Turn right onto Ruggles Avenue (look for signs to Fort Adams/Hammersmith Farm). Follow Ruggles to 2nd stop sign at intersection of Carroll Avenue. Turn left onto Carroll Avenue - camp entrance is about ¼ mile on left. Go past the first gate to second gate where mailbox is located.



CLEANING CHEMICALS AND PROCEDURES

Materials Safety Data Sheets (MSDS) are located with cleaning supplies at camps. These are the **ONLY** cleaning supplies to be used at camp, according to state health regulations. Please do not provide your own cleaning chemicals and **do not use bleach**.

- **Dish Soap** (Palmolive Ultra Dishwashing - green in color) - For dishes, pots & pans
 - Dilute 1 pump of dish soap per 2 gallons of water. Wash dishes thoroughly.
 - Rinse
- **Dish Sanitizer**– (Ajax Expert Liquid Sanitizer - green bottle, clear in color) - For dishes, pots & pans
 - Dilute 1 pump of sanitizer per 2 gallons of water.
 - After washing dishes with the Palmolive Dishwashing Liquid and rinsing thoroughly, immerse dishes in sanitizer for 60 seconds.
 - Remove and allow dishes to air dry - do not rinse.
- **Cleaner/Disinfectant** (Ajax Expert Disinfectant Cleaner / Sanitizer - brown bottle, brownish yellow color) – *For tables, flushies and showers*
 - Please wear gloves when using this product.
- **Flushies (bathrooms):** Follow cleaning procedures as noted in site information packet and/or as posted.
- **Tables, Bathroom Floor, and Shower:** Spray surface until damp, let sit for up to 5 minutes, wipe surface with paper towel.
- **Glass Cleaner** (Ajax Expert Glass and Multi-surface Cleaner - blue bottle, blue in color)
 - Spray on surface, wipe with paper towel.

NOTE: Children must be supervised at all times when using cleaning products. It is recommended that gloves are worn when performing cleaning duties that involve chemicals.

CLEANING THE “FLUSHIES” PROCEDURES

Camp Hoffman and Rocky Farm utilize flushing toilet facilities. Every group using the facility is responsible for cleaning up after themselves. **The following must be performed daily:**

Chemicals and Supplies are stored in camp lodge basement.

- Broom
- 1 - #10 Tin Can - for trash
- Spray Bottle
- AJAX Expert Neutral Surface Cleaner/Sanitizer/Disinfectant (yellow in color in a brown labeled spray bottle)
- Supply of toilet paper
- Small brown paper bags
- Disposable vinyl gloves

Sweep and Wash

- Always wear protective gloves when performing cleaning duties.
- Sweep floor with broom provided. Sweep walls.
- Clean toilet and sink using the following procedures:
 - With spray bottle, spray all surfaces with AJAX surface cleaner (3 squirts) until damp.
 - Using long handled brush provided, swish toilet bowl and seat. **Never pour solution into toilet.**
 - Wipe off all surfaces with paper towel and discard with trash.
 - Camp Hoffman- clean pine needles and leaves out of sink and rinse
 - Discard disposable gloves with trash.
 - Camp Hoffman- Return cleaner and cleaning supplies back to the leader cabin
 - Camp Rocky Farm- Return cleaner and cleaning supplies back to the storage room.

Disposal of Rubbish

Bag and remove trash/garbage and dispose of it properly. Never drop used sanitary supplies of any kind into toilet. #10 tin can for trash should be left on floor. Litter around bathroom area should be collected and placed in unit trash bag.

Replenish Supplies

Replace soap if needed. Replace toilet paper and small #2 brown paper bags. Small brown bags are to be used to dispose of sanitary napkins/tampons before placing in waste bin.

Check and Report

Report all repairs needed on the *Site Use Report* form. Call Facility Technician/Caretaker regarding leaking water. All doors should always be closed, except when in use.

REMEMBER: ALWAYS WEAR PROTECTIVE GLOVES WHEN PERFORMING CLEANING DUTIES

FIREPLACE LIGHTING PROCEDURES

1. Open the flue damper all the way.
2. Prepare a small fire base using dry sticks, kindling, or paper.
Note: If the chimney is on an outside wall, the air inside the chimney will be cold. Cold air is heavy, so smoke has a hard time going through it. To reduce the chance of the fireplace smoking, carefully follow step 3.
3. *This step must be performed by an adult!* Take a sheet of newspaper and place it in the chimney above the damper opening. Light the paper. After it completely burns and goes up the chimney, the cold air is gone and it is now okay to light your fire base.
4. When the fire base is burning well, start adding small dry logs to the fire one at a time.
5. Burn all wood completely to ash.

Things to Remember

- Always have a bucket of water nearby before lighting the fire.
- Do not put large, whole logs on the fire. They are difficult to get started and take too long to burn.
- Wet wood will smoke. Do not try to start a fire with wet wood.
- If the temperature outside is above 60 degrees, do not attempt to light a fire. For a fireplace to work, it must be colder outside than inside the building.
- Leave cold ashes in fireplace for next group to remove. Do not put ashes and embers in the woods, woodpiles, or trash cans. Dispersing in the surrounding area will upset the soil balance. Cold ashes should be disposed of in trash.

LODGE CLEANING PROCEDURES

Every rental group using this facility is responsible for cleaning up after themselves. Please leave lodges and campsites cleaner than you found them.

General

- Remove trash/garbage as needed and at end of stay.
- Remove food from the refrigerator and wipe off shelves at end of stay.
- Wipe kitchen countertops and cabinets using the following procedures:
 1. Spray surfaces with TB Quat disinfectant cleaner and let stand for 5 minutes.
 2. Rinse with clear water
 3. Remove excess water and let air dry.
 4. Discard disposable gloves with trash.
- Sweep and damp mop floors using mop and bucket provided.
 1. Using a mop bucket, take the container marked “floor cleaner” and mix with warm water per directions on the label.
 2. Rise mop and floor with clear water.
 3. Allow to air dry.

Restrooms

- Remove trash/garbage as needed and at end of stay.
- Spray toilet/shower/sink using the following procedures:
 1. Spray all surfaces with TB Quat disinfectant cleaner and let stand for 5 minutes.
 2. Remove excess water and let air dry.
 3. Wipe off all surfaces with paper towel and discard with trash.
 4. Discard disposable gloves with trash.
- Sweep and damp mop floors using mop and bucket provided.
 1. Using a mop bucket, take the container marked “floor cleaner” and mix with warm water per directions on the label.
 2. Rise mop and floor with clear water.
 3. Allow to air dry.

If supplies need to be replenished, please make note on *Site Use Report* form.

REMEMBER TO ALWAYS WEAR PROTECTIVE GLOVES WHEN USING CLEANER.

FOOD SAFETY PROCEDURES

- Cook **RAW** foods to correct minimum temperature (listed below).
- Make sure that **hot foods** remain at 140°F until served.
- Cool **leftover hot foods** to 70°F within 2 hours and then cool to 40°F or below within an additional 2 hours.
- **Reheat leftovers** to 165°F within 2 hours.
- Maintain **cold foods** at 40°F.
- Maintain **refrigeration** at 38°F or below.
- Maintain **freezer** at 0°F.
- Wash hands properly (see below steps) and use disposable gloves and clean, sanitized utensils to prevent contamination of ready-to-eat food from hands.
- Calibrate food thermometers daily to 32°F.

Minimum Internal Cooking Temperature

Category	Food	Temperature (°F)	Rest Time
Ground Meat & Meat Mixtures	Beef, Pork, Veal, Lamb	160	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, roasts, chops	145	3 minutes
Poultry	Chicken & Turkey, whole	165	None
	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	165	None
	Duck & Goose	165	None
	Stuffing (cooked alone or in bird)	165	None
Pork and Ham	Fresh pork	145	3 minutes
	Fresh ham (raw)	145	3 minutes
	Precooked ham (to reheat)	140	None

Five Steps to Proper Handwashing



DISHWASHING PROCEDURES FOR OUTDOOR COOKING

Helpful Hints

- To make pots easy to clean, rub soap over the bottom and sides of the outside of the pot before it is placed over the fire. A bar of soap or liquid dish soap can be used. (Do NOT soap Dutch ovens)
- Start heating dishwater on your fire soon after the fire is lit, so it will be ready when the meal is finished. In addition to saving time, you will be saving fuel.
- Soak dirty pots and utensils while eating.
- Scrape pots and dishes with a spatula or wipe out with a used napkin/paper towel before washing. This will help keep the water clean.
- Keep dishwater clear by washing least dirty items such as cups and silverware first and pots last. Dishwashing is easier if dishes aren't too dirty. Remember to scrap dishes first.
 - Use a **splatter screen/colander** (not provided) at the kitchen drain pit for collection of food particles to discard in trash.

Washing and Sterilizing (three bucket method)

Equipment needed:

- 3 heavy duty dish pans or deep buckets (not provided)
- Sponge and scrub pads (not provided)
- Soap (provided)
- Sterilization solution (provided)
- Vinyl gloves (optional, not provided)

Steps in washing:

1. Using a napkin or rubber spatula, wipe or scrape plate and bowls well and pre-soak pots before washing.
2. Using first dish pan, wash dishes in hot sudsy water
3. In second dish pan, rinse dishes in warm, clear water.
4. Put dishes and utensils in dunk bag.
5. In third dish pan mix cool water with a sterilizing solution (following directions on package).
6. Dunk bag by drawstrings in water with sterilizing solution to sterilize dishes. Hands should not go in this water.
7. Carefully shake excess water from dunk bag and hang on a drying line.

NOTE: DO NOT WASH DISHES UNDER OUTDOOR WATER FAUCETS.

Before departing, fill in all sections of the Site Use Report and Clean-up Checklist and leave in designated drop off area; mailboxes are located inside each camp's lodge or outside House by the Side of the Road at Camp Hoffman.

1. Event:

a. Troop #/Group Name:

b. Building (s)/Units (s) used:

c. Date:

2. Contact Of Person That Made Reservation:

a. Name:

b. Email:

c. Phone:

3. The condition in which we found the site was

4. The site overall could be improved by

5. During our stay _____ was
damaged and/or _____
was missing.

6. Please note any illnesses or accidents during your stay and describe treatment given.

Site Use Clean-up Checklist

Part of a group's responsibility when renting is to be sure the area is left clean and safe for the next group. Please use this checklist to help you. We encourage girl members to assist!

Check for ALL RENTALS	YES	Check for LODGE RENTALS	YES	Check for PLATFORM TENT/CABIN RENTALS	YES	Check for PRIMITIVE RENTALS	YES
Pick up all trash, including dropped food		Make sure stove is off		Sweep out all tents/cabins		Return all equipment	
Clean flushie floors		Clean out and wipe down refrigerator		Secure and tie all tents/close windows		Take down all lashings and clotheslines	
Clean toilet seats and floors		Turn heat down to 55° F		Return all equipment to where you picked it up		Fill in dishwasher drain	
Replenish woodpile with kindling and wood for next group		Wash down all tables, chairs and countertops		Clean up cooking site		Fill in spit pit	
Take home all food		Sweep and mop floors		Clean off dishwasher screen		Check fire pit to make sure it is OUT!	
Clean off all tables and benches		Check all faucets for leaks and drips		Wash out spit pits		Repair grounds under and around tents	
Dispose of trash in dumpster		Turn off all lights		Leave all logs and ashes in fireplaces and pits		Clean up camp site. Pick up all litter.	
Burn logs to ash in fireplaces		Close and lock all windows		Remove all lashings and clotheslines		Would we know you'd been there? Go back and clean up	
Check Fire – IS IT OUT? You should be able to put your hand by it and not feel any heat		Lock all doors		Cover over worn paths			
Leave ashes and logs in fireplace		Return keys to where you picked them up		Would we know you'd been there? Go back and clean up			

We have completed all of the tasks listed above and hereby report this lodge/campsite/rental area has been left clean and in good condition.

Signature of Adult in Charge (required) _____

Date _____ Troop # (if applicable) _____

Please initial each required statement and return to GSSNE 2 weeks prior to your reservation date.

1. Conditions of Use

- _____ GSSNE retains the right of access to the premises at any time.
- _____ The User agrees to abide by the guidelines outlined in the Camp Rental Book and hereafter in this Rental Agreement.
- _____ The User will take responsibility for the following:
 - Provide adult supervision for youth groups at all times. A minimum of two adults should chaperone the youth group and adhere to the following additional minimum ratios:
 - 6 – 8-year-olds – 1 adult for every 6 campers
 - 9 – 14-year-olds – 1 adult for every 8 campers
 - 15 – 18-year-olds – 1 adult for every 10 campers

Co-ed youth groups should identify separate living and restroom facilities.

- For Girl Scout troops and groups, an adult who is currently certified in First Aid and CPR must be on-site at all times. An adult with previous Troop Camp Training and Outdoor Training OR previous documented camp training must be on-site if using outdoor camping facilities. Please provide GSSNE copies of current certifications 30 days prior to rental date.
 - Keep all medications locked up and collect emergency contact information for each participant 18 years of age or younger
 - Provide a vehicle designated for emergency transportation.
 - Follow all applicable Rhode Island or Massachusetts State Dept. of Health standards for food preparation and dishwashing procedures (RI: <http://tinyurl.com/zzjlahc>, MA: <http://tinyurl.com/kt48n7r>)
 - Follow all posted GSSNE emergency procedures including what to do in case of fire, missing person, health emergency, or weather emergency and advise all participants.
 - Orient all participants to the camp guidelines and safety guidelines.
 - Control vehicle traffic on the site by parking only in designated areas, limiting traffic to drop and pick up of equipment and supplies and adhering to 10 mph speed limit. Parking is limited. Carpooling is suggested.
 - Reporting any damage or unsafe condition immediately.
- _____ The User must accept the premises in the condition it shall be in at the beginning of the use period.
- _____ The User agrees to release from liability GSSNE, its employees, and volunteers from and against all liability, damage, expenses, suits, claims, or any other judgments arising from any injury to persons or property, loss of like by anyone in and about the premises. The User shall, at its own cost and expense, defend all suits or action brought against Girl Scouts of Southeastern New England, its employees or volunteers for injuries, loss of like, or damages to property during the period of use.

_____ The User shall furnish, at their own expense, Comprehensive General Liability Insurance. The insurance is to include Products-Liability Insurance and Broad Form Contractual Liability Insurance. (Usually included in the Comprehensive policy.)

- GSSNE, its employees, and volunteers must be included as additional insured.
- The certificate of insurance must state that the insurance being provided by the user is primary over any other insurance available to GSSNE, its employees and volunteers.
- All certificates of insurance are to state that at least 60 days written notice by registered mail will be given to the council prior to the cancellation of, non-renewal of, or any material change in the required insurances.

2. Documentation

_____ In order to ensure the reservation of the date or dates reserved by the renter, a signed copy of the Signature of Agreement (Girl Scout members renting for private family events only), Hold Harmless Agreement (non-profit and for-profit groups only), and the certificates of insurance described in paragraphs 1d, 1e, 1f (non-profit and for-profit groups only) must be delivered to GSSNE at least 30 days prior to the date of use. If booking a camp reservation within one month of the rental start date, all required paperwork must be submitted within 2 business days. Retain copies of all submitted documents for your reference and record.

3. Waiver or Modification

_____ The failure of GSSNE to insist upon or enforce strict compliance with any provision of this agreement shall not act as a waiver or modification to prevent GSSNE from insisting upon or enforcing any such provision in the future.

4. Effect of Prohibition

_____ Any part of this agreement found to be, or interpreted by a court of competent jurisdiction, as being prohibited by law shall be ineffective without invalidating any other part of this agreement.

5. Condition of Site After Use

_____ At the termination of the rental period, the renting group will quit and deliver up the property occupied in as good condition as when first occupied. Any damages caused by the renting group to the environments, property, or equipment, including but not limited to, buildings, furniture, utensils, or other facilities, trees and shrubs, will be paid for promptly by the renting group when billed.

6. Assignment and Sub-Lease

_____ The renter shall not assign the lease or sublet the premises or any part thereof without the written consent of Girl Scouts of Southeastern New England.

7. Cancellation and Refund Policy

_____ Refunds will not be issued for a cancellation or change less than one month prior to rental date. Cancellation requests must be presented in writing to receive any refund. A refund equivalent to the deposit (25% of full balance) will be processed if the cancellation is submitted and processed one month or more prior to the rental start date.



SIGNATURE OF AGREEMENT

Girl Scout members renting for private or family events (completely unaffiliated with any non-profit or for-profit entities) must complete and return this form one month prior to the rental start date. If the rental is booked less than one month prior to the rental start date, renters must complete and return the Signature of Agreement within two business days.

I, _____ (*name of Girl Scout member renting camp for private, family event*) agree to follow all regular and standard Girl Scout regulations during the rental period of _____ (*include start and end month/day/year*) at Camp Hoffman / Camp Rocky Farm (circle location of rental).

I further agree that I will be personally accountable for adhering to Girl Scouts USA Safety Activity Checkpoints; Girl Scouts of Southeastern New England (GSSNE) regulations as outlined in the Policies, Procedures, and Standards manual; the GSSNE Rental Book; and all other applicable Girl Scout policies and procedures.

I also affirm that my private rental is not affiliated with any non-profit or for-profit entity.

Finally, I affirm that I am a current, registered Girl Scout member.

Printed name of Girl Scout member _____

Signature of Girl Scout member _____

Date _____

HOLD HARMLESS AGREEMENT

The undersigned (the "indemnitor") agrees to indemnify, hold harmless and defend Girl Scouts of Southeastern New England, the principal office of which is located at 500 Greenwich Avenue, Warwick, RI 02886, as well as any and all of its affiliates and each of their agents, servants, employees, officers, directors and trustees (all of the foregoing hereinafter referred to "Girl Scouts" or "Indemnitee") against any and all actions, petitions, orders, claims or demands made, brought or instituted by any and all private parties and/or public agencies or authorities, together with any and all expenses, costs, losses, damages, liabilities or penalties assessed against or incurred by any of the Indemnified Parties (including attorney's fees), arising out of or in connection with any loss, cost or damage to any person or property arising out of or resulting from any accident, occurrence or activity on or about the Girl Scout property (the "Property") while Indemnitor is using the same.

In addition, the Indemnitor will procure and maintain in force during the use of the Property Commercial General Liability insurance insuring the Indemnitor and Girl Scouts with limits of liability of not less than \$1,000,000 combined single limit for bodily injury, personal injury and property damage as a result of any one occurrence, including blanket Contractual Liability and Broad Form Property Damage. If the Indemnitor's use of the Property will include the use of motor vehicles, the Indemnitor will also provide evidence of Automobile Insurance with limits of liability of not less than \$1,000,000.00 combined single limit. The Indemnitor will provide the Indemnitee with a certificate of insurance confirming the forgoing coverage not later than 15 days before the scheduled use of the Property and name Girl Scouts as additional insured.

Note: This Indemnity Agreement and the certificate(s) of insurance referred to above must be submitted to Girl Scouts not later than 30 days before the scheduled use of the property.

Organization

Signature of Representative

Address

Print Name of Representative

City, State, Zip

Title

Phone

Date

Adult Responsible on Event Date

Phone of Adult Responsible on Event Date