



Camp Rental Book



CAMP HOFFMAN

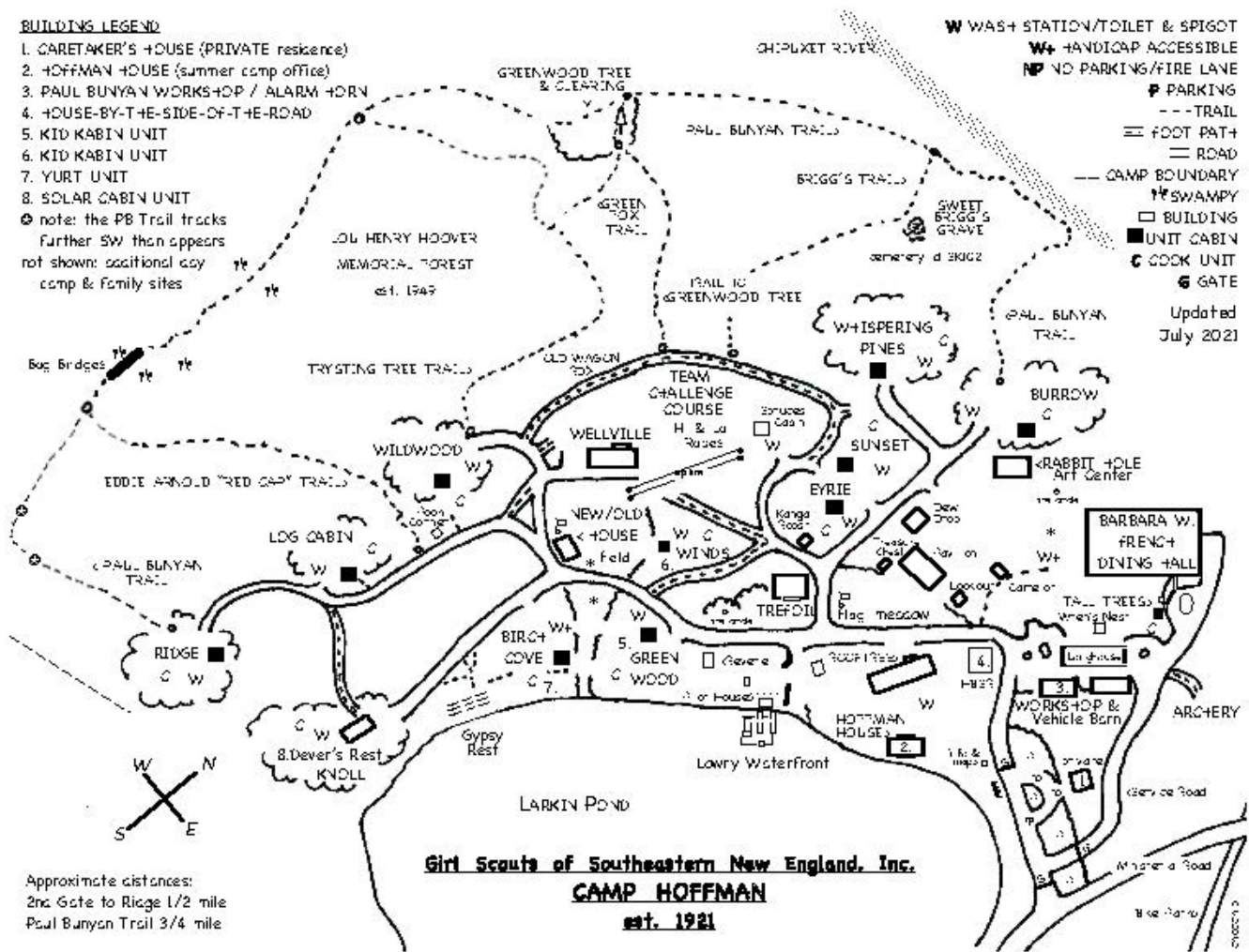
2850 Ministerial Road
West Kingston, RI 02892

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.

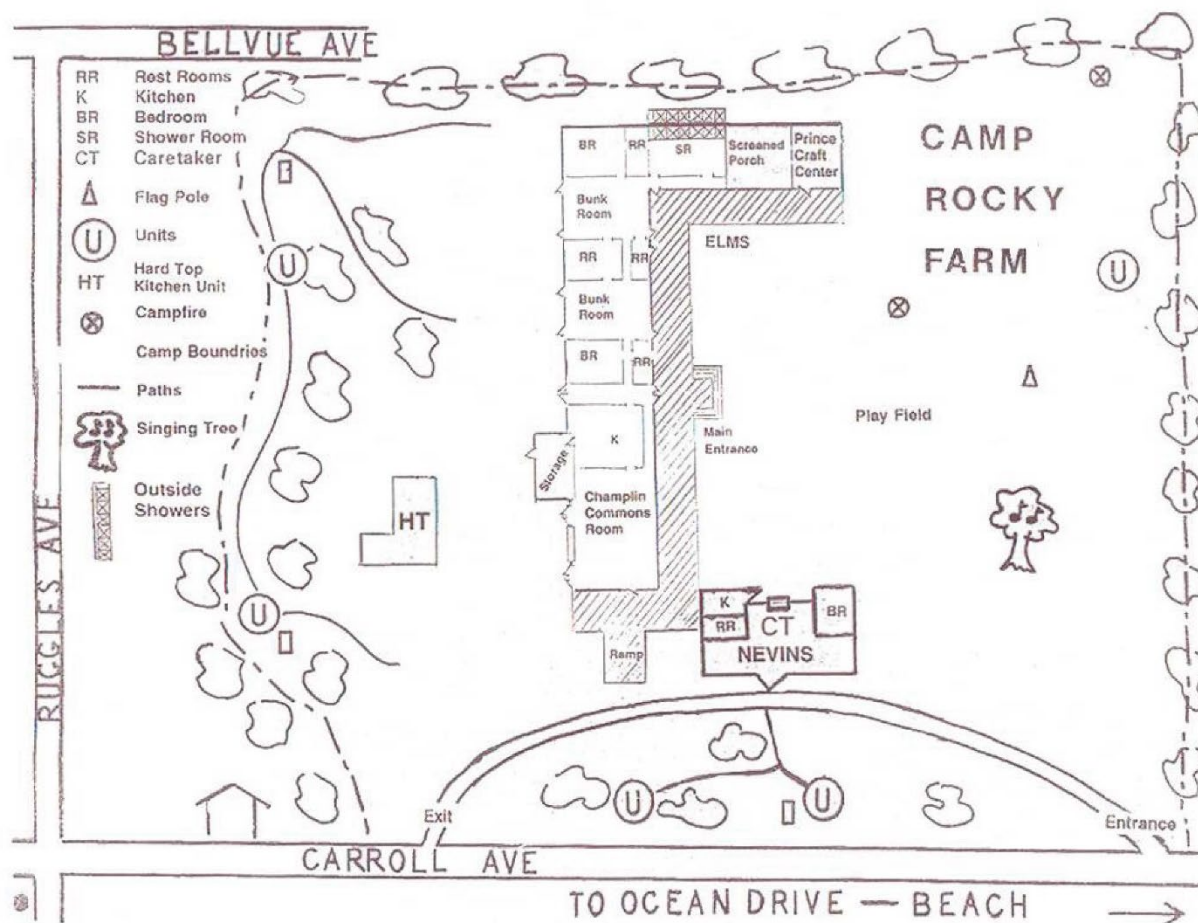


CAMP ROCKY FARM

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 1/4 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 1/4 mile on left. Go past the first gate to second gate where mailbox is located.



CAMP RENTAL INFORMATION: General

Please read all topics below carefully.

- **Before Taking Your Troop Camping:** Please ensure that you are familiar with the Safety Activity Checkpoints Document and the Policies, Procedures and Standards Document. Make sure at least one adult has taken GSSNEs Troop Camp Training (excludes troops that are staying a lodge). At least one adult is required to be First Aid CPR certified.
- **Reservations:** Camp rentals can be reserved through the GSSNE website. Report any changes to your reservation to Girl Scouts of Southeastern New England (GSSNE) prior to your arrival at camp.
- **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. 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.

*If any changes to your reservation are made by GSSNE you will receive a full refund or the opportunity to reschedule.

- **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

- **Site Use Reports:** At the end of your stay, complete the Site Use Report (which is sent via email or found on our website) 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 parked off the road as an emergency vehicle. All other vehicles **must** be kept in the camp parking lot. Do not park in turnaround 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 and Gates:** Keys to the gate and lodge can be picked up in the following locations. The gate should be left closed but not locked during your time at camp. Please return keys to the original location before leaving camp.
 - Rocky Farm: Keys to the lodge 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. We encourage troop leaders to carry cell phones at all times in case there is an emergency.
- **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.

*All groups will be notified if there is a fire ban in the area.

- **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.

- **Trash:** All trash and recyclables must be properly bagged and placed in bins or dumpsters on site, with the exception of Rocky Farm.
 - Rocky Farm: Trash and recyclables must be taken home for disposal.
- **Waterfront and Other Special Activity Areas:** The swimming and/or boating areas are strictly off limits at all times. Renting the waterfront area and other specialized areas requires submission of a separate application form. GSSNE approved lifeguard(s)/facilitators must be hired in order to use these 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
 - Return keys to mailbox where they were picked up.

FACILITY TECHNICIAN AND CARETAKER CONTACT INFORMATION

Facility technicians and caretakers may be on site during your rental. This person is 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, Director of Properties/Caretaker

Cell Phone 401.255.4623

Workshop Phone 401.789.6350

Camp Rocky Farm: Sara King, Caretaker

Cell Phone 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.



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

