



Facility Use Agreement for Non GS Members

User Group Information

Name of group _____ Date _____

Person in Charge _____ Title _____

Address _____
Street City State Zip

Daytime phone (____) _____ Alternate/evening phone (____) _____

E-mail _____

Reservation Information

Property name _____ Unit/building _____

Arrival date _____ Time _____

Departure date _____ Time _____

Approximate number of: Adults _____ Children _____ Age group _____

Equipment requests _____

Damage deposit(s) \$ _____ Facility use fee \$ _____

Equipment fees \$ _____
(see attached equipment rental schedule for this facility)

Total Fees: _____

Note: The damage deposit is due with the return of this contract. Use fees are due 4 weeks prior to your event. Cancellation is automatic if fees are not paid on time.

Refund Policy: A full refund is made if the group cancels with a minimum of 4 weeks' notice. A 50% refund will be made for cancellation with two to four weeks' notice. No refunds are made for cancellation with less than two weeks' notice.

INSURANCE AND LIABILITY

1. An individual or group renting any facility from Girl Scouts of Northern Illinois (GSNI) shall protect, indemnify, defend and hold harmless Girl Scouts of Northern Illinois and its officers, directors, employees and agents from and against any and all loss, costs, claims, demands, suits, actions, proceedings, judgments, liabilities, damages and expenses, including attorneys' fees, occasioned by or arising out of any accident or other occurrence causing or inflicting injury, death or damage to any person or property, happening or done in, upon or about any property of GSNI, or due directly or indirectly to the tenancy, rental, use or occupancy thereof, or any part thereof by the Renter, except to the extent resulting from the gross negligence or willful misconduct of GSNI.
2. The Renter must provide, with the signed rental agreement, a Certificate of Insurance evidencing adequate limits of liability, \$500,000 minimum. The Certificate should indicate coverage for the hold harmless clause and name Girl Scouts of Northern Illinois as additional insured.
3. The insurance policy or policies maintained by the Renter shall be primary policies with primary and first dollar coverage, not as contributing with, or in excess of, the coverage that GSNI may carry. In the event of multiple policies and overlapping coverage, Renter and GSNI agree to look first to Renter's insurance coverage as the primary coverage for recovery of any loss.
4. Any damage to the property, buildings or equipment owned by GSNI, other than that due to ordinary wear, will be charged to the Renter.
5. GSNI is not responsible for loss to or damages from any cause whatsoever to the property of others.
6. GSNI management assumes NO responsibility for accidents or injuries to any users or their visitors.
7. Renter shall pay all costs and reasonable attorneys' fees incurred by GSNI in enforcing Renter's covenants hereunder. Renter's obligations pursuant to this section shall survive the termination or expiration of this Agreement for Facility Use.

INFORMATION FOR ALL GIRL SCOUTS OF NORTHERN ILLINOIS FACILITIES

1. Girl Scouts of Northern Illinois (GSNI) will rent its facilities and/or equipment only to individuals and/or organizations whose mission, programs and proposed facility use are in keeping with Girl Scout values.
2. GSNI gives preference in renting its facilities to Girl Scout members. Not all facilities are available for rental by non-Scout groups, and some facilities may not be available at certain times of the year. For liability reasons, some equipment may not be rented by non-Scout groups.
3. GSNI operates facilities in keeping with the guidelines of the American Camp Association and Girl Scout *Safety-Wise* checkpoints. The requirements for each user's planned activities will be provided as part of the Rental Agreement. Refer to the information sheet for the specific property being rented.

4. Each facility has safety and emergency information, site requirements, check-in and/or check-out procedures and other information specific to the site. Refer to the attached information sheet for the specific property being rented.
5. Violation of written rules or verbal instructions from GSNI management or the camp ranger will result in removal from the site and a forfeit of all fees paid.

GENERAL CAMPING REQUIREMENTS

1. When the group arrives for the first time, a person who will be with the group during their stay must participate in an orientation to the site by the Ranger or site manager. The site manager will determine if orientation is required for repeat users.
2. All fires must be attended at all times, with an adult within 10 to 15 feet of the fire while it is burning. A bucket of water must be next to every fire that is built.
3. Outdoor fires may only be built in designated fire scars or fireplaces.
4. Charcoal fires are permitted, but accelerants, matchless charcoal or charcoal starter fluid is prohibited. Only propane, butane and Sterno portable cook stoves are permitted.
5. Users may not bring their own firewood to a camp. This requirement is to protect GSNI's properties from the possibility of introduced tree and/or plant diseases.
6. If renting the camp commercial kitchen, the group must provide, on site, a person supervising the food service who is currently certified with a State Food Sanitation Certificate. A copy of this certificate will be required with the signed rental agreement. An alternative to this requirement is to use an approved catering service that agrees to follow the Camp Sanitation, Food Storage and Clean-up, Dishwashing and Daily Cleaning procedures, available on request.
7. The Renter group must provide a person currently certified in Standard First Aid and CPR or the equivalent. A copy of this certificate will be required with the signed rental agreement.
8. The renting group must bring with them a first-aid kit or appropriate first-aid supplies.
9. Alcoholic beverages, firearms, ammunition, air rifles or other weapons are prohibited.
10. Smoking is prohibited in all structures. Smoking is permitted in designated areas only.
11. All flammable, hazardous and poisonous materials must be handled only by persons trained in their safe use and disposal. These materials must be stored with access limited to trained persons, in closed, labeled containers and separately from food.
12. Electrical appliances (electric skillet, popcorn poppers, hair dryers, etc) are prohibited in some buildings. These are a fire hazard in buildings with older electric service. Groups should inquire in advance to determine if the site they are considering prohibits electric appliances.

13. Personal sports equipment must be stored and handled safely for the protection of all people on the property.
14. Digging is prohibited unless approved in advance by the ranger.
15. Pets are prohibited on the premises.
16. Beds may not be moved or rearranged in platform tents—a Health Department rule.
17. When using sleeping bags on the floor (with or without mattresses), allow no less than 30 inches of space between them—end-to-end and side-to-side.
18. House trailers and RVs are not permitted on camp property.
19. At least two adults must be present with the group at all times.
20. The person in charge of the group must provide a safety and site orientation to the group. Renter is responsible for providing all first aid, emergency care, and emergency transportation. The group shall conduct a fire drill during the first day on the site.
21. The person in charge of the group will be responsible for creating an incident report of all deaths, illnesses of two or more people or injuries that require a doctor's care. GSNI will supply the form on request.

YOUTH GROUP REQUIREMENTS

1. Required adult to camper ratios are as follows:

Camper Age		Overnight Campers	Day-only campers
4-5 years	1 adult per	5 campers	6 campers
6-8 years	1 adult per	6 campers	8 campers
9-14 years	1 adult per	8 campers	10 campers
15-18 years	1 adult per	10 campers	The group

2. When the group includes campers with special physical, medical or behavioral needs who require additional staff support to participate in camp, the following ratios of staff and counselor-support personnel to campers are suggested:

Camper description	Staff	Campers
Needing constant and individual assistance or supervision	1	1
Needing close, but not constant, assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

3. While on the property, the group leader must have a written list of all participants, including their addresses and emergency contact names and numbers; a listing of persons with known allergies and/or health conditions requiring treatment, restriction, or other accommodation; and, for minors, a signed permission to seek emergency treatment or a signed religious waiver.

