

Facility Rental Agreement-All Camp Properties

Camp Fires:

- Fires are to be built only on existing fire scars, fireplaces or on the cement slabs made for this purpose.
- Do not burn paper (including newspaper) or trash in the fire. Swirling ashes flying through the air creates a fire and safety hazard.
- Outdoor cooking is permitted over charcoal or wood, no white gas or liquid fuels are permitted.
- Propane stoves and lanterns (with sealed cylinders) such as Coleman are permitted for outside use only and are NOT allowed in any sleeping structure.
- Fires must be attended at all times, with an adult within 10 to 15 feet when a fire is burning. A bucket of water must be next to every fire that is built.
- Fires must be completely extinguished when not attended and upon leaving your site.
- Please restock wood boxes/fire scar area with wood from the woodpiles.
- Cooking is not permitted in fireplaces (this includes popcorn, s'mores, use of pie irons, etc.)
- Users may bring their own firewood as long as the firewood has been purchased locally and pre-bundled to camp. **Wood brought from another area or has not been kiln dried is not allowed. This requirement is to protect GSNI's properties from the possibility of tree and/or plant diseases being introduced.** GSNI can only supply groups with an amount of fire wood to cook your meals. If your group plans on having a fire for extended periods of time, you will need to bring firewood

Prohibited on Camp Properties of Girl Scouts of Northern Illinois

- Alcohol
- Firearms, ammunition, air rifles, or other weapons
- Pets
- Any type of Smoking – smoking is only allowed in the parking lots and out of the view of all campers. Please dispose of cigarette butts properly
- Digging is not allowed due to underground electrical wires
- Transporting people in the bed of a pick-up truck
- Cooking in building fireplaces or summer kitchens
- Disposal of sanitary supplies in toilets or latrines
- Rearranging beds in buildings or tent units
- Removing sleeping mats from buildings or tent units
- House Trailers and RVs
- All vehicles must remain on gravel road. Driving on any grass area is prohibited and will result in a troop or group not being able to stay at any GSNI property for a year.

- 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 renting prohibits electrical appliances.

Buddy System: At camp, we stress the buddy system and we ask you to do the same.

- Campers should only leave the unit or group with the permission of an adult and always with a buddy.
- For late arrivals or early departures, it is your responsibility to meet them at the point of check in. It is recommended that several, at least one adult and a few girls, walk to meet the new arrival to help carry bags, etc.
- Please make sure parents know not to drive onto the property.
- At check-in, please notify the Ranger/Site Monitor if you will be having late arrivals or early departures.

Incident Reports

- The person in charge of the group will be responsible for creating an incident report for any accidents, injuries or illnesses of two or more people. We would also like to know of any causes for concern for safety issues. The Incident Report is included in this packet of information.

Checkout:

- You will have a checklist to complete. Please notify the Ranger or Site Monitor at least 20 minutes before you are ready to be checked out.
- Clean your site according to the instructions the Ranger/Site Monitor gave you at check-in. **Remember that you must take everything you brought with you when you leave, including extra food and “decorations.”**
- All garbage/recycling must be hauled to the dumpster upon your departure.
- The Ranger/Site Monitor will come to check out your group at your confirmed time. You may have to wait if several groups are checking out in a short time period. All sites will be inspected prior to your checkout.

Girl Scout Troop Ratios: Required adult-to-camper ratios are as follows:

Campers	Two Adults for this number of Campers:	Plus One Adult for Each Additional Number of Campers
Thru 1st Grade	6	4
2nd-3rd Grade	12	6
4th-5th Grade	16	8
6th-8th Grade	20	10
9th-12th Grade	24	12

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

While on the property, the group leader must have a written list of all participants, including their addresses and corresponding 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 slip to seek emergency treatment or a signed religious waiver.

What to Pack?

Troops/groups need to bring the following items:

- ◇ Trash bags, 50 gallon size
- ◇ Toilet paper
- ◇ Paper towels
- ◇ Dish soap
- ◇ Dish towels
- ◇ Hand soap
- ◇ Cleaning supplies for kitchen/bathroom/floors
- ◇ Sponges/rags for cleaning
- ◇ Homemade fire starters
- ◇ Mess Kit, if staying in outdoor unit
- ◇ Bleach for cleaning
- ◇ _____
- ◇ _____