**GSNENY Property Rental Guidelines**

**All rentals:**

* Fill online form completely. Only completed applications will be accepted to review.
* Minimum of 6 persons must be attending with your group to rent one of our properties

 – 2 of which must be Adults (18 or older)

* Full payment due 20 days prior to rental.
* Necessary Certification documents to be attached to application.
* Reservations can be made up to 1 year in advance for Girl Scout Members, 6 months for Non-Girl Scout Members.
* Troops and Service units should be prepared to find qualified Lifeguard, Certified Waterfront, Archery instructor and Certified COR instructors for their time at camp.
	+ *GSNENY has very limited resources and cannot guarantee the availability of any certified instructors or lifeguard.*
	+ *Any instructors or lifeguard must be or become a member of GSNENY.*
	+ *Appropriate Certification will need to be on file with council.*
* Troops and Service Units must have someone with these specialties:
	+ Blended Outdoor Skills or Equivalent
	+ First Aid/CPR
	+ Site Orientation for the site being used: on-site or self-directed
* All trash is to be removed by applicants unless dumpster fee is paid in advance.
* Check in for overnight camp is 4 pm on the first day and check out is 3pm on the last day

 **Service Unit Encampments Only:**

* 10% deposit required along with application
* Completed Encampment Director training
* Final Payment due 60 days prior to event.
* Apply for Non-Scout insurance for those not registered Girl Scouts that are participating
* Roster of those attending due 30 days prior to event
* Cancellation must be no less than 60 days prior to the event

**Cancellation/ refund Policy**

* Refunds will be made **IF** GSNENY must cancel a reservation
* Cancellation made **less than days 10 prior** from camping trip forfeit their full payment.

**Day Use/Overnight Use**

* Site Orientation is required
* First Aider is required
* Use of camp property with or without building a fire
	+ Site orientation
	+ First Aid and CPR
	+ Blended Outdoor skills

**Special Requirements**

* Swimming
	+ 1-25: 1 adult Lifeguard + 2 watchers
	+ 25-35: 1 adult Lifeguard + 1 lifeguard + 3 watchers
	+ 35-60: 1 Adult Lifeguard + 1 Lifeguard + 4 watchers
* Boating
	+ 1-12 people can boat at one time with 1 Small Craft Safety instructor
	+ Certified Lifeguard must be present following same guidelines regarding numbers as under swimming