

# Important Information for All Rentals

**\*ALL renters acting in a Girl Scout Capacity must follow the Safety Activity Checkpoints in addition to the information listed below. [GSNENY Safety Activity Checkpoints 2024-2026.pdf](#)**

**\*All renters must have a CPR/First Aid trained person.**

## **Reservations:**

- A 25% Deposit is due at the time of booking. The deposit will be put towards your total rental balance.
- **Booking is not confirmed until payment is received.**
- Full payment is due 90 days prior to rental. If payment is not received rental will be considered canceled and deposit forfeited
- Site Orientations for the camp being used must be read and the renter must agree to terms when reserving camps.
- Reservations can be made up to 1 year in advance for Girl Scout Members, and 6 months for Non-Girl Scout Members.

## **Add Ons: Boating, Archery, Ropes.**

- The use of boating, archery and ropes are add on features that must be reserved through the rental system in advance.
- ALL Rentals should be prepared to find qualified Lifeguards, Certified in Waterfront, Small Watercraft Safety, Archery instructors, and Certified COR instructors for their time at camp.
  - *GSNENY cannot guarantee the availability of any certified instructors or lifeguards.*
    - *Appropriate Certification will need to be on the renter's person.*

## **Cancellation/Refund Policy:**

- Refunds will be made IF GSNENY must cancel the reservation for any reason.
- Cancellations made less than 90 days prior to rental, deposit is forfeited, and the balance will be refunded.
- Cancellation made less than 21 days prior to the rental, forfeit their full payment.

## **Check-in/out:**

**Day Rentals:** Check-in is 10:00am and Check-out is 3:00pm.

**Overnight Rentals:** Check-in is 4:00pm and Check-out is 3:00pm.

Check-in and Check-out times must be followed as fellow campers may be using the grounds. If you want to arrive early/stay late you must reserve the respective day use or overnight use for that period.

Make sure to securely lock the gates as you leave. Please make sure to 'Leave it better than you found it' with our units and camp as is the Girl Scout way. Here is a link: [Check out list](#) to help!

## **Gate:**

Prior to your rental date you will receive a gate code to enter the camp. For the security of all concerned, the camp gate is to be closed before dark and kept closed until early morning. \*\*In the

camper's best interest, we advise that the gate be kept closed at all times. \*\*

### **Utilizing Waterfront (Swimming)**

**\*See specific Site Orientations for waterfront procedures**

### **Animals:**

**No pets are allowed at camp.** Never touch or try to feed a wild animal.

### **Smoking; Drugs; and Alcohol,**

**All camps are Smoke free, vape free, cannabis free properties. There is no use of illegal drugs on any GSNEWY Property.**

**Alcohol for personal use:** Alcohol use is strictly prohibited when acting in a Girl Scout Capacity.

**Alcohol For Events:** Any use of property for events such as Weddings, Graduations, etc., where alcohol will be served by a vendor will require a liquor license and additional event insurance. If you are not using a vendor additional event insurance is still required. Copies of license and event insurance must be sent to [rentals@girlscoutsnewy.org](mailto:rentals@girlscoutsnewy.org) prior to your rental dates.

[Event Insurance - Instant Online Quote - No Deductible \(eventsured.com\)](https://eventsured.com)

### **Parking:**

Most cars should be parked in the main parking lots. Only one vehicle may remain parked near each unit/lodge, facing out, for emergency use only. The camp roads are one-way lanes and must be kept open for emergency vehicles. The one vehicle that will stay in the unit may transport food and heavy gear.

Lake Clear: All vehicles must be parked in the field on the right when entering camp, no vehicles should remain near the units.

**DO NOT PARK VEHICLES ON THE GRASS NEAR CABINS! Vehicles must remain on the "roadways" or designated parking spots at the cabins. There are buried septic systems as well as water lines and other various unseen obstacles. You will be charged for any damage caused.**

### **Winter: We do not provide a towing service.**

**ISD:** Roads will be closed past Hilltop Lodge due to slippery conditions.

**HLC:** We encourage you to drive a vehicle that has All Wheel or 4 Wheel Drive into camp. Although the roads are sanded and maintained, they can be icy underneath.

**MB:** Although the road is sanded and maintained, they may be icy underneath.

**WH: Woodhaven is closed November-April**

**LCC: Lake Clear is closed October-May**

**Ice Skating:** Ice skating is not permitted on any of the lakes/ponds

### **Contact & Maintenance Information:**

For emergencies contact 911. For non-immediate issues call 518-489-8110 and leave a voicemail at ext. 151. For all maintenance requests like water leaks, gas leaks, and lack of heat contact 518-796-3491. If you call after hours, please leave a message with a phone number so we may return the call as soon as possible. This voicemail box is being monitored.

### **Telephone: Dial 911 for emergency services.**

Telephone: Dial 911 for emergency services. You will receive a list of "Emergency Contacts" when you receive your gate code. This list is camp specific and is posted in each building on site.

**ISD:** Land-line phones is located in Hilltop Lodge. Camp Phone # 518-286-2566. \*Most cell phones receive service at camp.

**HLC:** Land-line phones are located in the Winter Lodge, Health Lodge, Wrights Cottage, and Dining Hall. Camp Phone # 518-696-4144. There is an additional Land-line in Mohawk Phone # 518-696-2244.

\*Cell phone service is spotty at camp.

**MB:** Land-line phones are located in the lodges. Camp Phone# 518-792-4056. \*Most cell phones receive service at camp.

**WH:** Land-line phone is located the Troop House. \*Most cell phones receive service at camp.

**LCC:** Trac Phone for emergencies is located in the Waterfront shed attached to Lake View. \*Most cell phones receive service at camp.

**Trash:**

Papers may be burned using extreme caution. All other trash must be taken home unless the dumpster fee is paid in advance. \*There is no dumpster service at Lake Clear, all trash must be taken home. Grease must be placed in cans until cool and stored with other trash in the vehicle

**Firewood:**

Some fallen wood is available at the camps. Campers may want to bring some extra dried wood. New York State has a regulation prohibiting the transport of firewood more than 50 miles from its source. Please keep this in mind when transporting firewood.

**Campfires:**

Fires must be built in fire circles, fireplaces or wood stoves only. A full pail of water must be nearby before the fire is lit. Campers with long hair need to tie back their hair when near the fire. Also, use caution with loose clothing around fires.

**Lanterns and Cookstoves:**

Lanterns and cookstoves may be used in kitchen shelters if desired. If propane fuel or "Coleman" fuel is used, adult supervision must be maintained. Lanterns and stoves should never be left burning without supervision.

**Toilets:**

Buildings with flushing toilets: Single-ply white toilet paper should be used in all toilets. Small plastic bags need to be available for disposal of sanitary napkins, tampons, etc. which must not be dropped into toilets.

**Latrines:**

Outdoor units have latrines. Single-ply white toilet paper should be used in all latrines. Small plastic bags need to be available for disposal of sanitary napkins, tampons, etc. which must not be dropped into latrines or toilets. In outdoor units, hand washing should be done under running water whenever possible.

**1:1 Adult to Child Ratios:**

We advise rental groups to discuss/train Adults on 1:1 Adult to child ratios. This is to ensure that no adult is alone with a child with whom they are not a parent/guardian of. We encourage 1 Adult to 2+ Children or 2 Adults to 1 child.

# Camp Etiquette

## **Buildings and Lodges:**

When camping in a building, shoes and boots should be wiped upon entering. Boots need to be left near the door and not worn indoors.

## **Temperature:**

Thermostats should be kept no higher than 65 degrees for daytime, 60 degrees at night. Doors and windows should be kept closed when the furnace is on, and the thermostat should be turned down where there is a fire in the fireplace. Please be sure the thermostat is turned down to 60 degrees and the bathroom doors closed when leaving camp.

**Shared Areas:** The following are considered shared areas unless you have rented the entire camp.

**Fire Circle:** The large main fire circles are communal areas that should be always shared by all groups unless special permission is given. Please try to make sure everyone at camp feels welcome at the fire circle and can enjoy this special area.

**Play Fields:** Playfields can be rented individually for day use by renters, otherwise this area is also considered a communal area.

**Waterfront:** The waterfront is considered a communal area and cannot be rented for individual use. Each party wishing to use waterfront must provide their own lifeguard

*\*See specific Site Orientations for waterfront procedures.*

# Damage/Misuse of Property

## **Misuse of Property:**

Any guests found not following the policies listed above including those listed in the Site-Specific Orientation form will be asked to leave property and are not entitled to a refund and may be banned from future use/rental of any GSNENY property.

## **Cleanliness and Damage:**

- Guests are expected to leave the property 'better than you found it' as is the Girl Scout way!
- Excessive mess, trash left behind, or unclean conditions will result in an additional cleaning fee.
- Guests will be liable for any damage beyond normal wear and tear during their stay.
- Guests must report any accidental damage to council through the [Check out list](#).