



### Camp Decorah Usage Guidelines

At Camp Decorah, safety is our top priority. In order to maintain safety and provide an exceptional experience for anyone who visits our facilities we expect all to practice the Scout Law while at Camp Decorah.

*“A **Scout** is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.” We ask all other users to be the same.*

Following the guidelines established by Scouts BSA and Gateway Area Council will help ensure a smooth reservation process, promote safety, and protect our camp and equipment for future use.

Be sure to read the guidelines thoroughly. Knowing and understanding this information will help you know what to expect and be prepared for any restrictions that may be applicable to your event planning.

#### **Reservations**

Camp Decorah has a variety of uses throughout the year, occasionally by multiple groups simultaneously. In order to fairly provide reservation opportunities to as many groups as possible and to ensure a smooth reservation process, these guidelines have been established:

- Full payment is required at the time of reservation for Scouting and non-profit groups. Reservations will not be confirmed without payment.
- The Application for Camp Usage must be completed in full and signed by the group leader. No reservations will be held or “penciled-in” without a complete form and accompanying payment.
- Reservations must be made at a minimum of 72 hours in advance.
- Priority of reservations goes to council and district events.
- All other reservations are first-come, first-served.
- Check-in for weekend programs is between 5pm and 9pm Friday. Check-out is no later than 12 pm the following day, exceptions may apply.
- COUNCIL REFUND POLICY: Reservations are typically non-refundable as other user groups may have interest for the weekend reserved, groups have the option to send a refund request to be approved or denied by council office.



## Availability

Camp usage is given priority to council and district events. This is to ensure the greatest impact upon our Scouting membership. Once these events have been scheduled, the camp is opened to reservations to other groups following these guidelines:

- Camps are sometimes closed to reservations during holiday weekends, hunting seasons, and large events. No reservations will be accepted during these times.
- All reservations are subject to availability of facilities. After submitting an account application to use a camp, you must confirm receipt and that your request has been approved.
- Reservations of another group will not be changed to meet the needs of your group.
- Programs and activities are subject to the availability of staff and volunteers.

## Vehicles and Parking

In a youth camp, vehicles are the number one hazard. As BSA policy generally prohibits all but maintenance vehicles from driving within the camp, authorization to use a vehicle beyond the camp gates is considered a privilege and not a right. When planning an event, event coordinators should plan to NOT use a vehicle beyond the camp gates. It is the belief of the camp that part of the camping experience is for campers to pack in and out their personal gear. If use of a vehicle cannot be avoided, the following guidelines apply:

- Parking is permitted in designated areas only, i.e. the parking lots and handicap spaces.
- Groups wishing to drive a vehicle in camp, if authorized, may drive one vehicle at a time to their location at camp for loading or unloading. Vehicles must then be returned to the parking lot as soon as possible.
- Vehicles authorized to drive in camp may not park within the camp gates with the exception of vehicles needed for campers with disabilities.
- The speed limit of 15mph must be strictly adhered to.
- All vehicles must remain on the camp roads at all times. Driving on grass areas, within campsites, or in other natural areas is not permitted.
- The driver will be held responsible for any damage to camp grounds, structures, or equipment.
- Golf carts, ATVs, or other utility vehicles, except those used by the Ranger staff, are not permitted. Ranger vehicles are not available for public usage.



### **Scouting Specific Guidelines**

The following guidelines apply to all Scouting groups using camp: All BSA Youth Protection guidelines must be followed while in camp. This includes separate bathroom use by adults and youth and separate sleeping rooms/tents for adults and youth (except where the adult is the parent/guardian of the youth).

All Scouting groups should have the appropriate training for their adult leadership teams in attendance based on the activity they are doing (ex. BALOO for Cub Scouts, etc.)

At least one registered leader and another leader over the age of 18 are required for all events. Co-ed overnight activities require a male and female leader. More guidelines specific to Scouting programs can be found in the Guide to Safe Scouting.

### **Other Guidelines**

- Alcoholic beverages and controlled substances are prohibited on all BSA properties.
- Camp Decorah is a tobacco free property. Cigars/cigarettes, vaping, and smokeless/chewing tobacco are prohibited. All camps, including buildings, shelters, and general grounds are non-smoking. Smoking needs to occur outside of the property boundaries on Council Bay Road.
- Campfires may be built in permanent fire rings only. All fires must be extinguished if no one is present. No fires are allowed if county or state burn bans are in effect.
- All shooting, archery, boating, and aquatics activities must have certified supervision. Proof of certification should be filed as part of your event pre-planning.
- Pets are not allowed.

### **Damages – if damages occur to a facility, groups will be billed for the damages accordingly.**

All groups will need to 'check out' of their facility using the facility guidelines checkout form.