

Camping at GSHPA Sites

Girl Scouts in the Heart of Pennsylvania (GSHPA) owns and operates seven camps within our 30-county service area. Accommodations at each camp range from modern buildings with heat and running water to primitive sites with cabins or tents and latrines. When deciding where and when to camp, you should take into consideration, the comfort level of troop members – girls and adults.

This document contains the information you will need about procedures and regulations to follow when renting and/or camping at one of our facilities. Please review and adhere to these procedures and regulations to make your camping experience as enjoyable as possible.

Rental Application Procedures

The first step to renting a GSHPA camp facility is to fill out a rental application. Applications are available online at www.gshpa.org or at any GSHPA office or service center location. Once you obtain an application, please follow the steps listed below:

- Complete the application with up to three choices of dates or units.
- Staff will check availability and send a confirmation packet.
- Complete any forms in the confirmation packet and return it to your Service unit Director for approval. He or she will then forward the application to GSHPA.

Applications from troops or groups will be processed on the following flexible schedule. To maximize your opportunity to obtain your first choice of units, follow the reservation schedule below when you submit your application:

- Service Units holding large events may reserve camps nine (9) months in advance of their encampment dates Submit your application to your Service Unit Director or his/her designee. If you do not have a Service Unit designee, submit it to your Membership Services Associate.
- Troops may reserve campsites six (6) months in advance of their encampment dates.
- Outside groups (including out-of-council Girl Scouts) may reserve campsites three (3) months in advance of their encampments dates.

Please print and complete the application and mail it to:

Attn: Registrar
Girl Scouts in the Heart of Pennsylvania
350 Hale Avenue
Harrisburg, PA 17105

Or email to:
registrar@gshpa.org

Or Fax to:
717-234-5097

GSHPA cannot guarantee reservations for applications received less than ten (10) business days prior to the encampment.

Check-in and Check-out Procedures

Check-in

Check-in at all camp facilities begins at 3 pm on the first day of their reservation. If you will be arriving after 7 pm, please notify the Ranger. You can proceed to your unit, and the Ranger or Site Host will stop by the next day to check the unit with you.

Upon check in, leaders should inspect the unit with the Ranger or Site host and make note of any damage; renters will be held responsible for expenses associated with damage not reported at this time.

Check-out

Everyone must be checked out of camp facility/facilities by 1 pm on the last day of their reservation.

After all campers have departed, the Site Host or Ranger will inspect and note any unreported damage and condition of the facility. If the condition of the facility is not deemed acceptable by the Site Host or Ranger, the security deposit will not be returned.

Rangers and Site Hosts

Each camp has different arrangements for Rangers/Site Hosts. Please see your confirmation packet for information on where to locate the Ranger/Site Host when you arrive to the camp and contact information for the Ranger/Site Host.

Payment, Cancellation and Refund Procedures

Cancellations and Refunds

- If a reservation is canceled within 10 business days of the reservation date (or first date of a multi-day reservation), only the security deposit will be refunded.
- If a reservation is canceled within 3 business days of the reservation date (or first date of a multi-day reservation), no refund (neither the security deposit nor the rental fee) will be awarded.
- If GSHPA needs to cancel a reservation, the impacted party can either accept a full refund or reschedule for another date.
- If a reservation is canceled because of weather concerns by the party holding the reservation, they have until the end of the fiscal year (i.e. Sept. 30, 2011) to reschedule. Failure to do so will result in their forfeiting 100% of both their security deposit and rental fee.

Discounts

- Day Camping areas may be reserved for 3 hours or less at no charge*. Anything more than 3 hours will be charged the daily rate.

**This discount does not apply to reservations of any camp buildings regardless of the amount time.*

Payment Expectations

- Payment of 100% of the Security Deposit is due when the reservation is made.
- 100% of the Rental fee is due within 3 weeks of the reservation date (or the first date of a multi-day reservation).

Inclement Weather

Given the size of Girl Scouts in the Heart of Pennsylvania, the weather and road conditions may/will vary greatly. If you have a question concerning the conditions at your destination, call the Ranger at the contact number and leave a message. He/she will check messages frequently and return your call. You must also contact the Ranger or Site Host, if you have a last minute problem and will be arriving late or canceling after the council offices are closed.

Equipment Use/Rental Procedures

Rental Procedures

If you are planning to rent equipment, see the "Campsite Equipment" section on page two of the rental application.

All certifications required for use of rental equipment must also be provided with the rental application. For example, if you are planning on renting archery equipment for your troop/Service Unit, there must be a certified instructor present during the use of the equipment. His/her certification should be included with the rental application.

Equipment Use

When you use rental equipment at camp, Please follow the procedures listed below:

- The person in charge should contact the Ranger/Site Host about using equipment
- If equipment use requires the presence of a certified instructor/lifeguard, he/she must show the ranger a copy of their certification
- The certified instructor/lifeguard must sign out the key to the pool or equipment storage
- Renters are responsible for setting up their own equipment for both rentals and GSHPA events
- Renters are responsible for proper supervision of equipment usage
- Renters must clean up area and put all equipment away after use
- When clean up is completed, the key must be returned to the Ranger/Site host
- Any breakage or damage of equipment should be reported immediately and noted on the Site Report

For a complete listing of available equipment and usage fees, see the Reservation of Special equipment list under the Camp Facilities section of the GSHPA website at www.gshpa.org.

Dining Halls and Commercial Kitchens

At Camp Small Valley and Camp Golden Pond the Dining Halls are designed to be used by troops as overnight sites. For a large group or day event, they can be used to serve meals. These Dining Halls are heated and have running water year round.

At Camp Archbald, Camp Louise, Camp Furnace Hills and Camp Echo Trail the Dining Halls are not heated and the water is turned off. The kitchens are available from early June through mid October.

Orientation will be provided for groups without experience using a commercial kitchen. Some equipment, such as a meat slicer, is not available for use.

Property Use Regulations

1. Everyone is expected to live by the Girl Scout Promise and Law.
2. All troops/groups should respect the privacy of others and be in their unit and quiet by 11:00
3. **Leaders are responsible for the behavior of their troop/group including other adults and should know where each individual is at all times.**
4. All troops/groups must have one car for use in an emergency. One vehicle per troop is may be parked at the unit. All other vehicles should be parked in the parking area.
5. Mattresses, cots, equipment and furniture should not be moved from another other units. Any cots or equipment moved within a unit must be replaced before the group leaves.
6. At some sites firewood is available at wood sheds or piles. This wood is for inside fires. If you furnish your own wood, use only appropriately dried and sized wood. Do not burn pine or any other treated lumber.
7. For outside fires, you may gather deadfall. Use only established fire rings. Replace any wood you use from the woodpiles.
8. If dumpsters are available, place all garbage in the dumpster and make sure that the lids to the dumpster are closed. If you are at a camp without dumpsters, all garbage and recycling must be taken home.
9. Do not leave any leftover food in the unit, take everything with you; don't assume that the next group will want anything that you have left.
10. The camps do not have any provisions for recycling. You are encouraged to take any
11. **Do not use drains in sinks or flush toilets when the water is turned off for the season.** Any damage to fixtures due to freezing water will be charged to your group.
12. **All fires must be extinguished before leaving.** Plan ahead to let inside fires go out before you leave; do not sprinkle water in stoves or fireplaces, as it will crack the hearths.
13. Troops/Groups using pools must furnish their own lifeguards. Proof of certification must accompany the application.
14. Troops/Groups conducting small craft or other water activities must furnish their own lifeguards and certified instructors. Proof of certification must accompany the application.
15. Unless previously arranged with properly certified life guards, no swimming or wading is allowed.
16. Mixed troops/groups (female and male participants) must have lodging that allows for separate sleeping and bathroom facilities.
17. No pets are allowed on Girl Scout Properties. Guide dogs to aid the handicapped are the only exception.
18. **All Girl Scout Properties are tobacco free.**
19. **No alcoholic beverages or controlled or illegal substances are allowed on council property.**
20. If any property is damaged or left dirty, the troop/group responsible for the damage will be billed for the cost of repair or clean up that is over their security deposit.
21. No snowmobiles, motorcycles or all-terrain vehicles are allowed on council property.
22. No outside visitors are allowed, unless as part of a planned event. If planned, arrangements should have been made ahead of time and insurance arranged.
23. **Hunting/Trapping:** No trapping or hunting is allowed on council-owned property at any time.
24. **Weapons:** Weapons are defined as, but not limited to: knives (other than those used cooking), firearms, (including water and paint guns), hatchets, archery equipment and explosives. Possession of weapons is not permitted on council-owned property. *Exception: This does not apply to equipment necessary for use in Girl Scout programs. Firearms are not permitted per GSUSA guidelines.*

Procedures Governing the Use of GSHP A Premises by Outside Groups

Each request for use of Girl Scouts in the Heart of Pennsylvania premises by an outside group shall be made in writing to the Site Reservation staff at least six (6) weeks in advance. Each request shall be evaluated separately to determine if the usage is appropriate for the use of GSHPA property.

Consideration shall be given to non-profit and for-profit organizations whose mission and purpose are compatible with that of Girl Scouting. Consideration shall also be given to private individuals and groups for personal or family recreation. In all cases, first priority shall always be given to Girl Scouts related events and activities. **All outside groups and individuals shall be required to execute and return the "Agreement for Use of Girl Scouts Council Premises," furnish the necessary fees, deposits and a certificate of insurance and to abide by all the conditions set forth in the agreement and accompanying rules.**

Outside groups will be placed in properties only when Girl Scouts are not using any part of the premises.

Weekend retreat programs, some family camp programs and all troops and groups using camp facilities and limited services must have a certified first aid/CPR provider and a stocked first aid kit. GSHPA is not responsible for providing personnel, supplies, transportation or health-care services.

Groups using pools must furnish their own lifeguards. Proof of certification must accompany the application.

Groups conducting small craft or other water activities must furnish their own lifeguards and certified instructors. Proof of certification must accompany the application.

Each group must have one vehicle in camp for emergency use. Emergency procedures are posted in each unit.

ALL GROUPS USING GSHPA FACILITIES MUST ABIDE BY GIRL SCOUTS OF THE USA GUIDELINES AND GSHPA POLICIES AND REGULATIONS.