
Procedures Governing the Use of GSHPA 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.

**Application for Council Site Reservation and Equipment Rental Form
Outside Group Use of GSHPA Properties**



Hold Harmless Agreement

The _____ (hereinafter referred to as the Organization) agrees to indemnify
(Organization)
and hold harmless the Girl Scouts in the Heart of Pennsylvania (hereinafter referred to as the Council), its officers, board of directors, employees, agents leaders, volunteers, and its successors and assigns, of and from all actions, suits, losses, damages, claims, demands, and expenses, including reasonable attorney's fees, arising out of the Organization's use of the Council's facilities.

The Organization also agrees:

1. That any damage to buildings, equipment, or property owned by the Council, other than that due to ordinary wear and tear, will be charged to the Organization. Any damage shall be reported promptly to the Council.
2. To assume full responsibility for injury, damage, or loss from any cause whatsoever to the person or properties of others.
3. To comply with the insurance requirements and safety and ground rules indicated on the attached page.

This agreement is entered into by the Girl Scouts in the Heart of Pennsylvania contingent upon the above conditions and observance of insurance requirements, safety and ground rules indicated on the attached page. This agreement does not give the _____ privilege of including any
(Organization)
groups other than indicated above. A certificate of insurance must be supplied to the Council before premises may be used by the Organization.

GIRL SCOUTS IN THE HEART OF PENNSYLVANIA _____
(Organization)

By: _____
(Authorized Council Signature)

By: _____
(Authorized Signature)

Title: _____

Title: _____

Date: _____

Date: _____

NOTE: Please refer to the insurance requirements and the safety and ground rules listed on the next page.

Council Insurance Requirements

Prior to the use of the premises, the Organization must provide the Council with the following evidence of insurance:

1. Certificate of Comprehensive General Liability insurance including contractual liability for bodily injury and property damage in an amount not less than \$1,000,000 combined single limit.
2. The Certificate should also include the Council as additional insured. Said coverage shall not be cancelled without at least ten (10) days advance written notice to the Council.
3. If the Organization employs staff or intends to use vehicles on the Council premises, the following additional forms of coverage need also to be evidenced.
 - a. Workers' Compensation
 - b. Comprehensive Automobile Liability of Owned, Non-Owned and Hired cars with minimum limit of \$1,000,000 combined single limit for Bodily Injury and Property Damage.

SAFETY RULES

1. The group will be represented at all times by a person 21 years of age or older.
2. The group shall be responsible for providing its own first aid personnel and first aid kit(s).
3. The ratio of adults to youth under 18 years of age shall at all times be 1 to 10.
4. Possession or use of intoxicating beverages, controlled substances or paraphernalia by any person or group on Council property is prohibited at all times.
5. GSHPA properties are SMOKE FREE. No smoking is permitted in any location on the property.
6. All fires shall be built only in areas and places so designated.
7. Proper fire safety precautions must be used at all times. For overnights in which fires are permitted, a fire drill shall be conducted by the renting group (Organization) before retiring the first day on site.
8. Swimming and water craft activities require prior approval and properly certified instructors.
9. No hunting or firearms of any type shall be permitted at any time.

GROUND RULES

1. Fees must be paid in full at the time of registration. Insurance must be on file at the Council office prior to the use of Council property.
2. Cars must be parked in the guest parking lot.
3. No all-terrain vehicles or snowmobiles are permitted.
4. House trailers are not permitted. Camper trailers may not be used for living while parked on Council property.
5. No pets are allowed in camp. The exception is service animals to assist persons with disabilities.

Application for Council Site Reservation and Equipment Rental Form Outside Group Use of GSHPA Properties



6. The group leader will check in with the Site Manager or Site Host upon arrival and departure.
7. The group leader will exercise proper supervision of the Organization's use of Council property so as to prevent accident, damage or loss.
8. The checklist provided must be completed by the group leader and returned to _____ prior to departure.
9. Departure time will be at or before 1:00 p.m.
10. All leftover food and garbage must be taken home.
11. Premises must be left in good condition for the next occupants.

Emergency procedures are posted in each unit. Please take time to review them with your group.

The council reserves the right to terminate this agreement for the use of its facility by the named individual, group, business, or organization, at the council's discretion, for the violation of any of the above rules.

**Application for Council Site Reservation and Equipment Rental Form
Outside Group Use of GSHPA Properties**



Agreement for Use of Girl Scout Council Premises by Non-Girl Scout Groups

Name of group/business/organization _____

Please indicate: Non-Profit Non-Corporate Corporate

Address _____ City _____ State _____ Zip _____

Phone Number (_____) _____ Second Number (if available) (_____) _____

Name of person responsible _____

Address _____ City _____ State _____ Zip _____

Phone Number (_____) _____ Second Number (if available) (_____) _____

This agreement is your official notice that the following facility has been reserved for the use of the above organization.

Facility _____

From _____ (Day) _____ (Date) _____ (Check in after 3:00 pm)

With departure on _____ (Day) _____ (Date) _____ Check out before 1 pm)

Please indicate: Daytime Use Only
 Overnight Use

Number Attending Girls _____ Boys _____ Women _____ Men _____

Type of activity: _____

FEES: For this period for accommodating not more than _____ persons will be \$ _____.

This charge is made to cover a portion of the proportionate share of the care, maintenance and depreciation charges occasioned by the use of these premises under this agreement. This fee is due, in full, seven (7) working days prior to the event.

DEPOSIT: A deposit of **\$100.00** is required to hold the reservation and as security for any damages incurred in the use of the premises by the Organization. The deposit will be returned within sixty (60) days of the event if no damages have been incurred and Camp Site report is returned.

Application for Council Site Reservation and Equipment Rental Form

Outside Group Use of GSHPA Properties

To request the use of equipment, please fill out this form and submit it with your Site Reservation. The deposits for reserved equipment must be included. Mail to GSHPA, Attn: Registrar, 350 Hale Avenue, Harrisburg, PA 17104.

The group is responsible for contacting currently certified facilitators and lifeguards. You may contact Council to assist you in your search for certified facilitators and lifeguards, but there are no guarantees. Enclose a copy of the current certifications of facilitators or lifeguards. The primary lifeguard must be at least 18 years of age. **Please note: All GSHPA equipment must remain on site at all times.**

Campsite Equipment (Required Deposit = \$25.00 per item checked)							Commercial Kitchen (Required Deposit= \$50)
Equipment Rental Fee	Archbald	Echo Trail	Furnace Hills	Golden Pond	Louise	Small Valley	Commercial Kitchen Pricing varies by camp
Archery \$20 ½ day \$35 Full day	<input type="checkbox"/> Archery <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Archery <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Archery <input type="checkbox"/> ½ day <input type="checkbox"/> Full day		<input type="checkbox"/> Archery <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Archery <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Archbald <input type="checkbox"/> Echo Trail <input type="checkbox"/> Furnace Hills <input type="checkbox"/> Golden Pond <input type="checkbox"/> Louise <input type="checkbox"/> Small Valley
Pool \$50 ½ day \$100 Full day		<input type="checkbox"/> Pool <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Pool <input type="checkbox"/> ½ day <input type="checkbox"/> Full day		<input type="checkbox"/> Pool <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Pool <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	
Canoes* \$20 ½ day \$35 Full day	<input type="checkbox"/> Canoes <input type="checkbox"/> ½ day <input type="checkbox"/> Full day			<input type="checkbox"/> Canoes <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Canoes <input type="checkbox"/> ½ day <input type="checkbox"/> Full day		*Personal floatation devices (PFDs) are provided and must be worn by all participants. Certified instructors and lifeguards are required for small craft and other water activities.
Kayaks* \$20 ½ day \$35 Full day	<input type="checkbox"/> Kayaks <input type="checkbox"/> ½ day <input type="checkbox"/> Full day			<input type="checkbox"/> Kayaks <input type="checkbox"/> ½ day <input type="checkbox"/> Full day	<input type="checkbox"/> Kayaks <input type="checkbox"/> ½ day <input type="checkbox"/> Full day		
Row Boats* \$20 ½ day \$35 Full day	<input type="checkbox"/> Row Boats <input type="checkbox"/> ½ day <input type="checkbox"/> Full day				<input type="checkbox"/> Row Boats <input type="checkbox"/> ½ day <input type="checkbox"/> Full day		
Low Ropes \$50 ½ day \$100 Full day		<input type="checkbox"/> Low Ropes <input type="checkbox"/> ½ day <input type="checkbox"/> Full day					
Date/Starting Time of Program				Office Use Only: Equipment Return Date/Time			
1 st Choice	Date:	Time:		1 st Choice	Date:	Time:	
2 nd Choice	Date:	Time:		2 nd Choice	Date:	Time:	
3 rd Choice	Date:	Time:		3 rd Choice	Date:	Time:	
# of Equipment Rental Days required:							
# of Small Crafts required: Canoes: _____ Kayaks: _____ Row Boats: _____							

I understand we are responsible for the care of the equipment we are receiving and agree to pay for damages incurred. I agree to return all equipment on the above date unless special arrangements have been approved.

Signature _____ Date _____