

## **Camp Happy Valley Rental Guide and Policies**

This document provides the following information:

- Check in / check out information
- General property policies
- Camp map and property boundaries information
- Emergency information
- Sample arrival and departure checklists
- Rental agreement

The last page of this document is an agreement you must sign and return to GSHPA Member Services 4 weeks prior to your trip, indicating you have read both this document in its entirety and agree to a series of statements. Failure to adhere to this rental guide and policies may result in the denial of future reservations.

### **Check in / check out information**

**Check in:** Overnight reservations may check in at 5pm or later. Day time reservations may check in at 9am or later. A week prior to your property reservation, you will be emailed check in/check out information including a code to your unit. Use the sample arrival checklist at the end of this document for self-guided steps to familiarizing yourself with your unit and the property.

**Check out:** Please complete your check out for overnight rentals by 8am or for day time rentals by 4pm, on the last day of your reservation. Leave the signed and dated departure checklist in your unit, indicating you have completed all steps.

### **General Property Policies**

**Quiet hours:** Please observe quiet hours 7 days a week between 10pm and 8am.

**Trash:** All trash must be properly bagged and placed in bins or dumpsters onsite. Please take recycling with you.

**Property boundaries:** Please note the property boundaries on the map included in this rental guide.. We strive to maintain good relations with our neighbors, therefore their property is not to be accessed or utilized by our groups.

**Access:** You have exclusive access to the building or activity for which you reserved and paid. Other groups may share the common area or have reserved activities you did not reserve. If you have not reserved the whole camp, please expect that you may be sharing some facilities with other groups.

**Equipment:** Groups are responsible for proper storage and usage of personal sport equipment. Groups must bring their own equipment to carry out their planned program, including meals. Basic supplies such as toilet paper, paper towels, garbage bags, and hand soap will be available at all properties. Please note, just because an item was at the property the last time you visited does not mean it will still be there, as our properties experience many visitors which results in wear and tear on supplies.

**Ecology:** Do not pick the wildflowers, cut any living tree, or remove the stones or plants from the grounds. If any digging is needed for program purposes, the ranger should be consulted. He will need to approve this. Be knowledgeable of, and follow Leave No Trace Principles.

**Vehicle use:** All troops/groups must have one car for use in an emergency. One vehicle per troop may be parked at the unit. All other vehicles should be parked in the designated parking area. No vehicles are allowed to be parked in the road or in a way that would obstruct roads in case of an emergency. Vehicles may not be driven anywhere that is not a road. Vehicles must stay on designated roads.

**Prohibited:** The following are prohibited at Camp Happy Valley: drones, pets (except service animals), tobacco and vape products, alcoholic beverages, illegal substances, snowmobiles, ATV's, and dirt bikes, hunting and trapping, or weapons.

**Beds, cots, bunks and mattresses:** Please do not move beds, cots, bunks and/or mattresses from their original location. They are set according to fire codes and safety regulations.

**Cancellation and refunds:** Reservations cancelled more 4 weeks prior to the reservation date may be granted a full refund. Reservations cancelled less than 4 weeks prior to the reservation may be given a credit for the amount paid, to be used within 1 year. GSHPA reserves the right to cancel a reservation at any time, for any reason.

**Storm shelters:** In case of threatening weather, go to the most interior space in Aspen, Gobblers Glen or Skyloft.

# LEGEND

-  Cabin
-  Tent Unit
-  Lodge
-  Property Management
-  Bathroom
-  Pavilion
-  Activity
-  Road
-  Trail
-  Fire Circle
-  Fire Wood
-  Available for Rent



# Camp Happy Valley

50 GIRL SCOUT ROAD, FAIRFIELD, PA 17320

**girl scouts**  
in the heart  
of pennsylvania



**Camp Happy Valley**  
50 Girl Scout Road, Fairfield, PA 17320  
**Emergency Information**

**PHONE NUMBERS**

**During Business Hours: Call 1-800-692-7816.**

Business Hours are Monday- Friday: 8:30am-5:00pm

**After Business Hours: Call 1-866-205-4744**

After hours includes weekends and holidays

**Facility Associate: Joe Reyes Phone: 717-798-4451**

**Local Emergency Contacts:**

**Police/ Fire/ Ambulance**

911

**Local Departments:**

Hamiltonban Twp Police Dept 717-642-9708 23 Carrolls Tract Road, Fairfield, PA 17320

Fairfield EMS 717-642-8842 106 Steelman St, Fairfield, PA 17320

Fairfield Fire Department 717-642-8842 106 Steelman St, Fairfield, PA 17320

**Hospitals:**

WellSpan Gettysburg Hospital 717-334-2121 147 Gettys St, Gettysburg, PA 17325

WellSpan Urgent Care 717-339-2875 455 S Washington St #12, Gettysburg, PA 17325

WellSpan Family Medicine 717-339-3175 4910 Fairfield Rd Suite A, Fairfield, PA 17320

**Poison Control Center**

800-222-1222

**Pennsylvania Department of Health**

877-724-3258

## **In the Event of a Serious Accident or Emergency while on a GSHPA property:**

Tend to the injured.

Seek medical assistance by calling 911 and take care of all persons at the scene.

All girl members who are not impacted by the emergency/accident should be moved to a safe/secure place away from the immediate scene. An adult should be placed with the non-impacted girls to help them remain calm and quiet.

If a GSHPA staff member is not present, immediately notify a GSHPA staff member\* by calling the regular business or after hours number listed.

*Provide this information:*

- Identify who you are
- Explain the nature of the emergency
- Report on the condition and location of the injured person
- Explain what other emergency contacts you have reached out to (e.g. 911)

Contact the parent or guardian

*Provide this information:*

- Identify who you are
- Explain the nature of the emergency
- Report on the condition and location of the injured person
- Secure wishes regarding medical treatment, hospitalization, transportation, and personal attendance.
- Explain what other emergency contacts you have or will reach out to (e.g. 911)

Do not make statements, verbally or in writing that could be interpreted as an assumption, or a rejection of responsibility for the accident. All media inquiries/public comment will be handled by one of the above listed contacts. YOU MAY SAY, "GSHPA's council spokesperson will offer a statement."

Retain a responsible adult at scene of accident. Ensure that no disturbance of victim or surroundings is permitted until police/other emergency personnel have assumed authority at the scene.

Submit Incident Report Form via: <http://bit.ly/GSHPAIncidentForm> in less than 48 hours.

*\*In the event of a serious accident/emergency, GSHPA staff will handle all crisis planning and communication activities and if applicable, including notifying next of kin and removing girls and volunteers from the scene.*

## **Arrival and departure checklists**

As you plan for your stay on GSHPA property, the next two pages include sample, basic arrival and departure checklists.

Upon arrival your unit will have a departure checklist in it. Before leaving, please mark completed items off the departure checklist, sign, and leave in your unit for the ranger. If there are any items broken or not working, please make a note on this departure checklist so we can repair for the next group.

### **Sample Arrival Checklist**

#### **General**

- Check each unit and notify GSHPA of any damage
- Familiarize yourself with the camp map, identifying the emergency shelter(s)
- Identify all safety equipment upon arrival
- Ensure electricity and heating units are working properly

#### **Emergency Information**

- Review list of Emergency Contact Information
- Review safety guidelines and expectations with group at large

#### **Fire/Firewood**

- Locate firewood for use between Mattis Lodge and the Maintenance Building
- Collect kindling
- Prepare a bucket of water for use in case of an emergency

#### **Food Guidelines**

- Review the food safety procedures in the Guide to Using GSHPA Property
- Ensure refrigeration units are turned on
- Locate cooking equipment and inspect for damage

## **Sample Departure Checklist**

Part of a group's responsibility when renting a GSHPA facility is to be sure the area is left clean and safe for the next group. This is only a sample. A departure check list is provided in your unit upon arrival.

### **All Rentals**

- All trash inside and outside is picked up
- Restroom facilities including toilets and/or latrines are cleaned
- Let indoor fireplace fires extinguish naturally
- Tools and other borrowed equipment are returned
- Clean fireplaces – distribute cold ashes in woods
- Ensure all inside and outside spigots are turned off
- Return borrowed equipment or tools to their proper location
- Oil (clean) all cast iron skillets to prevent rust
- Take all trash and recycling to designated dumpster
- Return unused firewood to designated storage location
- All personal belongings are removed from units and surrounding areas.

### **Lodge and Dining Facility Rentals**

- Stove is turned off
- Cooking equipment and dishes are clean, dried, and put away.
- Refrigerator is cleaned out and wiped down
- Thermostat is reset to 55 degrees
- All tables, chairs, and countertops are wiped down
- Floors are swept and mopped
- All faucets are turned off
- Lights are turned off
- Doors and windows are closed

### **Platform Tent/Cabin/Yurt Rentals**

- All tents/cabins are swept
- Cooking site is clean
- All tent flaps are tied open

## GSHPA Rental Agreement



Date of my reservation at Camp Happy Valley: From \_\_\_\_\_ to \_\_\_\_\_

Initial, indicating agreement with the following statements:

\_\_\_\_\_ My group will adhere to the Girl Scout Law as it pertains to my property reservation

\_\_\_\_\_ My group will adhere to all of the policies in the Camp Happy Valley Rental Guide and Policies

\_\_\_\_\_ I will follow the departure checklist, sign and leave it in our unit.

\_\_\_\_\_  
Name, Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sign and return this document 4 weeks prior to the start of your reservation.

Thank you for staying on property with us.

Following your stay, you will receive a survey from us. Please take the time to fill it out, providing any and all feedback about the process to reserve our property, your experience while on property, and any suggestions you have for improvement of your overall experience.