

# Camp Use Application Form

At least two weeks prior to the Klondike Derby weekend, you need to submit a "Camp Use Application Form" ONLY if you are renting camp properties, that is, cabins or lean-tos. You do NOT have to submit an application if you are tenting in an Open Area of Camp or if you are going to be in Camp just for the Derby activities on Saturday.

If you wish to rent a cabin or lean-to(s) there are three parts to the Council "Camp Use Application" that you should submit either to the Council Office (page 1 - Application) or to the Camp Ranger (page 2 - Roster) upon arrival at Camp. Pages 3 and 4 are the "Camp Rules and Regulations"... that you should read.

## Regarding the "Roster"

Each Troop will submit a **Registration Form** at the Klondike Derby and Deep Freeze Registration in the Nature Lodge Derby Saturday morning. This will include a list of all your participants in the weekend event (Scouts and adults) whether you are staying for the Derby only or spending the night and going home on Sunday.

**The Klondike Derby Registration Form will serve as your "Roster" for this event. I will provide the Camp Ranger with copies of ALL of the Klondike Derby Registration Forms. He will receive from me the "Roster" that is required to complete your application for camp use if you rent a cabin or lean-to!**

You do not have to fill out and submit the "Roster" that is included here for this event. It is provided so that you will have a copy of all the required forms for other occasions when you wish to rent Twin Rivers Council properties.

George  
884-0588

Twin Rivers Council, Boy Scouts of America  
253 Washington Avenue Extension  
Albany, NY 12205

PHONE: (518) 869-6436  
FAX: (518) 869-6439

### CAMP USE APPLICATION FORM

\_\_\_\_\_ Camp Bedford (518) 869-6436

**INSTRUCTIONS:**

\_\_\_\_\_ Camp Boyhaven (518) 885-7800

Complete Application and Return to Council  
Submit Facility Fee with Application

\_\_\_\_\_ Rotary Scout Reservation (518) 283-4794

\_\_\_\_\_ Camp Woodworth Lake (518) 725-6221

**\$25 Damage Deposit Due Upon Arrival at Camp**

\_\_\_\_\_ Camp Wakpominee (518) 792-0897

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_  
(Prior Approval must be obtained from the Ranger to arrive prior to 6 pm on Friday or to stay later than 11am on Sunday)

Arrival Date: \_\_\_\_\_ Time: 6 pm Departure Date: \_\_\_\_\_ Time: 11 AM

Unit/Organization \_\_\_\_\_ District/Council \_\_\_\_\_

Attending: Boys: \_\_\_\_\_ Girls: \_\_\_\_\_ Male Leaders/Adults: \_\_\_\_\_ Female Leaders/Adults: \_\_\_\_\_

Facilities Reserved (specify cabin or campsite):

Other Use (check all that apply):

Cabin(s) \_\_\_\_\_  
Lean-To Campsite \_\_\_\_\_  
Tent Camping \_\_\_\_\_

\_\_\_\_\_ Day Use only  
\_\_\_\_\_ Dining Hall/Kitchen  
\_\_\_\_\_ Dining Hall only  
\_\_\_\_\_ Campfire/Picnic Area

Primary Leader in Attendance:

Name \_\_\_\_\_ Position: \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City/State \_\_\_\_\_ Work Phone: \_\_\_\_\_

PAYMENT: (Facility fees for all camps are payable when application is submitted.) Fee Paid: \$ \_\_\_\_\_

\_\_\_\_\_ Check attached. (Check # \_\_\_\_\_)  
\_\_\_\_\_ Charge my Unit Account (cannot be done at camp)  
\_\_\_\_\_ Mastercharge \_\_\_\_\_  
\_\_\_\_\_ Visa \_\_\_\_\_

Expiration Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

**I certify that I am aware of the Boy Scouts of America's current two-deep leadership policy and will have approval of our chartered partner for all leaders participating in this outing. I have read and agree to all the camp rules and regulations and agree to follow them.**

SIGNATURE of Primary Leader: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES ARE NOT REFUNDABLE, BUT MAY BE TRANSFERRED TO ANOTHER DATE OR CAMP, PROVIDING NOTICE IS GIVEN TWO WEEKS PRIOR TO ORIGINAL RESERVATION DATE. THIS FORM MUST BE SUBMITTED TO THE COUNCIL SERVICE CENTER TWO WEEKS PRIOR TO ARRIVAL AT CAMP OR A \$20 LATE FEE WILL BE ADDED TO THE COST.**

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**OFFICE USE ONLY:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Receipt # \_\_\_\_\_ Paid: \_\_\_\_\_

SHORT TERM CAMPING  
UNIT ROSTER

**THIS ROSTER MUST BE SUBMITTED TO THE CAMP OFFICE UPON ARRIVAL**

Unit/Organization \_\_\_\_\_

Dates In Camp \_\_\_\_\_

**LEADERS IN CAMP** (additional leaders should be listed on back):

(21+) 1. \_\_\_\_\_ Phone: \_\_\_\_\_

(18+) 2. \_\_\_\_\_ Phone: \_\_\_\_\_

(18+) 3. \_\_\_\_\_ Phone: \_\_\_\_\_

**YOUTH MEMBERS ATTENDING**

1. \_\_\_\_\_

11. \_\_\_\_\_

2. \_\_\_\_\_

12. \_\_\_\_\_

3. \_\_\_\_\_

13. \_\_\_\_\_

4. \_\_\_\_\_

14. \_\_\_\_\_

5. \_\_\_\_\_

15. \_\_\_\_\_

6. \_\_\_\_\_

16. \_\_\_\_\_

7. \_\_\_\_\_

17. \_\_\_\_\_

8. \_\_\_\_\_

18. \_\_\_\_\_

9. \_\_\_\_\_

19. \_\_\_\_\_

10. \_\_\_\_\_

20. \_\_\_\_\_

NOTE: This roster is required for all units who attend short term camping at the Twin Rivers Council camps.

**The youth members and adult leaders listed on this page were in attendance at weekend camp. I have READ AND AGREE TO THE CAMP RULES AND REGULATIONS. I understand that a minimum of two adult leaders is required for all outings and at least one of these leaders must be 21 years of age.**

Camp Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS ROSTER and the RULES AND REGULATIONS SHEET MUST BE SUBMITTED TO THE CAMP OFFICE UPON ARRIVAL  
ALONG WITH THE \$25 DAMAGE DEPOSIT!  
For All Twin Rivers Council Camps  
(For In-Council Units, Out of Council Units, and Non-Scout Use of Camp)**

# TWIN RIVERS COUCIL, BSA CAMP RULES AND REGULATIONS

**MUST BE SIGNED AND SUBMITTED TO THE CAMP RANGER OR HIS DESIGNEE UPON AVERILL AT CAMP**

- 1. ALL OUT OF COUNCIL UNITS AND/OR NON BOY SCOUT GROUPS MUST SUBMITTED TO TWIN RIVERS COUCIL 2 WEEKS PRIOR TO CAMPING EVENT PROOF OF INSURANCE OR A COMPLETED HOLD HARMLESS AGREEMENT. Initial \_\_\_\_\_**
2. All short-term camping reservations must be made through the Twin Rivers Council in Albany (except for Camp Wakpominee). Reservations will not be made without payment in full.
3. Submit a Camp Use Application Form to the Council Service Center in Albany with appropriate fees (the refundable damage deposit of \$25 is due upon arrival at camp).
4. A minimum of two weeks is needed to validate your reservation. A \$20 late fee will be added for any reservations that are not submitted two week prior to your arrival at camp.
5. A copy of the Camp Use Application Form will be forwarded to the Ranger/Campmaster prior to your arrival.
6. If your outing is cancelled for any reason, call the Council Service Center in Albany (518) 869-6436 X39 immediately. If cancelled less than 2 weeks from your scheduled time at camp, payment is non-refundable.
7. Fees are not refundable, but may be transferred to another date or camp, providing notice is given two weeks prior to the scheduled date.
8. You must submit a Unit Roster showing the names of ALL participants (both youth and adult) to the Ranger/ Campmaster upon arrival at camp.
9. The Ranger/Campmaster upon your arrival at camp will collect a \$25 refundable damage deposit. This deposit will be returned at checkout if no damage has occurred.
10. LEADERSHIP FOR TROOPS and CREWS: A minimum of two adult leaders per the first eight youth and one leader for each additional eight youth is needed, one of whom must be at least 21 years of age.
11. LEADERSHIP FOR CO-ED GROUPS: Co-ed overnight activities require male and female adult leaders, both of whom must be at least 21 years of age. There must be separate sleeping facilities or areas for male and female participants in conjunction with the BSA policy.
12. LEADERSHIP FOR CUB PACKS: All Cub and Webelos Dens must meet the mandatory 1:2 Adult/Youth ratio. If Tigers, Wolves or Bears are camping out, FAMILY CAMPING procedures must be followed prior to arrival at camp.
13. A Program Outline is requested so that your outdoor experience is beneficial and productive. Remember that the Ranger and Campmasters are there to help!
- 14. PERSONAL VEHICLES MUST BE PARKED IN THE PARKING LOTS ONLY OR IN AN APPROVED AREA DESIGNATED BY THE RANGER/CAMPMASTER. USE OF TRAILERS IS PROHIBITED FOR SLEEPING. Initial \_\_\_\_\_**
15. Camp Carts are available to carry camping gear. Do not plan to drive or ride your gear into the campsites or cabins.
16. No trenching around tents is permitted, as it leads to soil erosion.

17. There will be no cutting of standing timber or damage to any property, including natural surroundings. Defacing of camp property is prohibited. Units will be responsible to pay for any and all damages that occur during your stay at camp.
18. Open fires are to be dead out before leaving a campsite for any reason.
19. There will be **no smoking** in front of the campers. Smoking is allowed in **designated areas only!**
20. **No Alcoholic beverages or controlled substances will be allowed at camp. Initial \_\_\_\_\_**
21. All accidents, illnesses, or emergencies must be reported immediately to the Ranger/Campmaster.
22. Use of liquid or bottled fuels must follow the Guide to Safe Scouting. No firearms and no fireworks are allowed at camp.
23. No pets are allowed at camp.
24. NO SWIMMING
25. Leave an area better than you find it! Do a good turn before leaving camp. All trash is to be carried out by your group.
26. ARRIVAL AT CAMP: Please do not arrive early than expected. You **MUST** check in with the Ranger or Campmaster **PRIOR** to going to the campsite or cabin.
27. LEAVING CAMP: Arrange with the Ranger or Campmaster for a convenient checkout time. Before you depart camp, you must be checked out. At that time, your damage deposit will be returned providing no damage to camp property has occurred.
28. All fees are based on a 36-hour weekend period, from Friday evening at 6:00 pm to Sunday noon. The Ranger or Caretaker of the camp you will be attending **must** approve any arrivals or departures outside of this 36-hour period prior to arrival. There will be no exceptions!!

**I have read and agree to all the camp rules and regulations and agree to follow them.**

SIGNATURE of Primary Leader at camp: \_\_\_\_\_ Date: \_\_\_\_\_

**Twin Rivers Council, BSA  
253 Washington Avenue Ext.  
Albany, NY 12205**

WE HOPE YOUR CAMPING EXPERIENCE IS SAFE AND UNEVENTFUL!