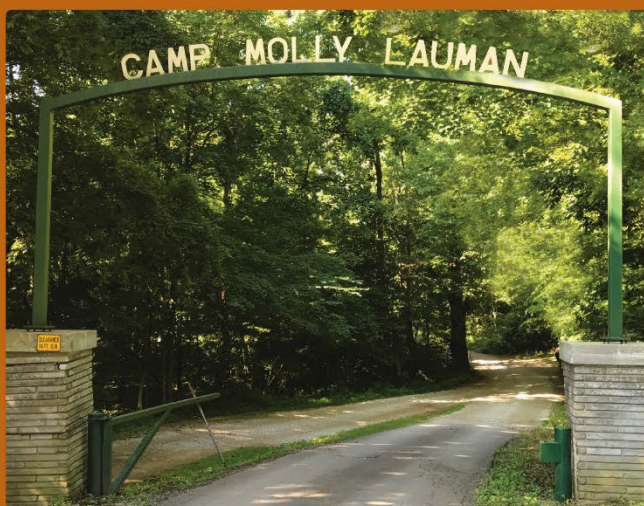


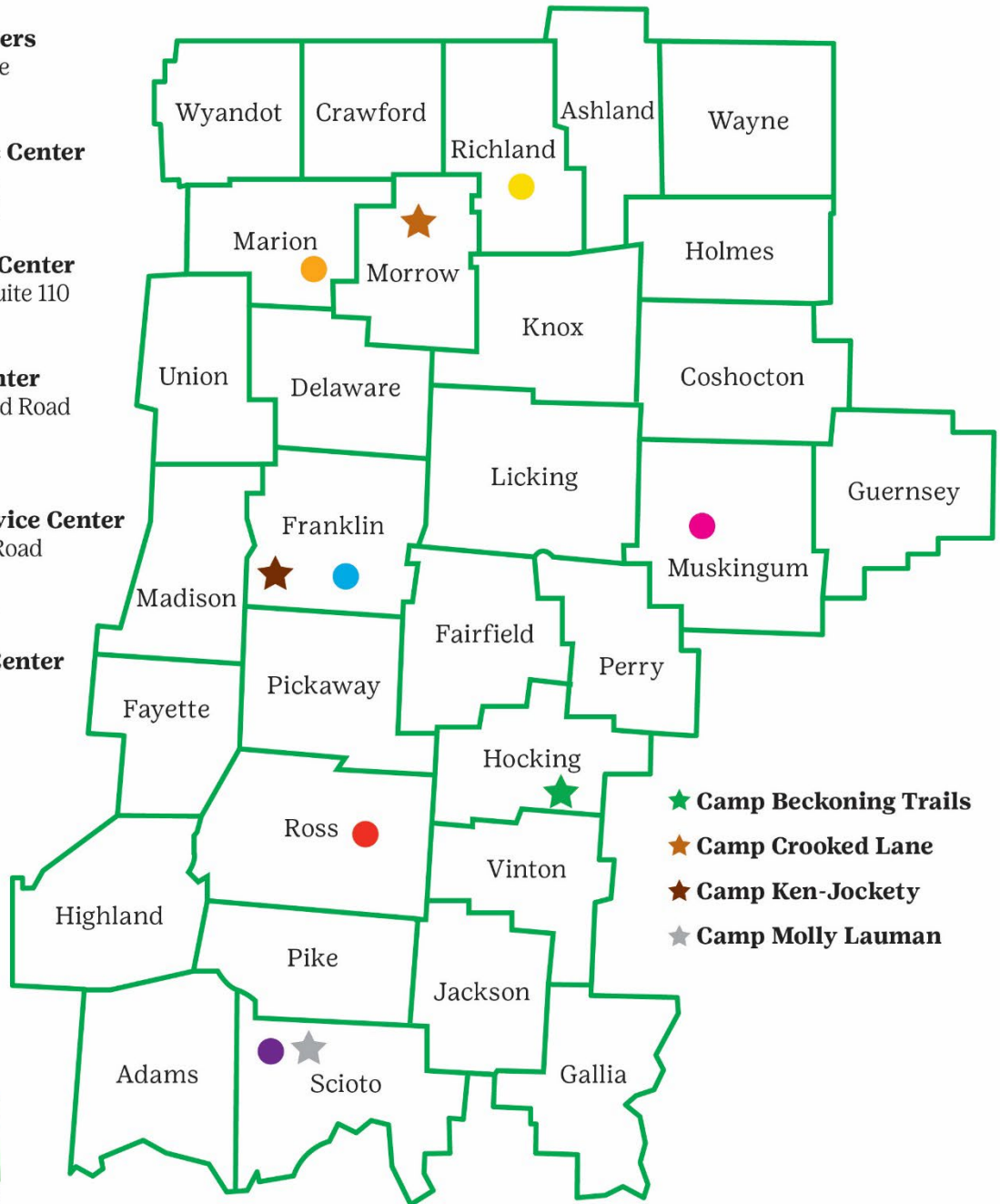


# Rental Guide



# Girl Scouts of Ohio's Heartland Council Site Map

- **Council Headquarters**  
1700 Watermark Drive  
Columbus, OH 43215
- **Chillicothe Service Center**  
1130 Western Avenue  
Chillicothe, OH 45601
- **Mansfield Service Center**  
24 W. Third Street | Suite 110  
Mansfield, OH 44902
- **Marion Service Center**  
1713 Marion-Mt. Gilead Road  
Suite 208  
Marion, OH 43302
- **Molly Lauman Service Center**  
9130 Big Bear Creek Road  
P.O. Box 179  
Lucasville, OH 45648
- **Zanesville Service Center**  
3230 Bowers Lane  
Zanesville, OH 43701



- ★ **Camp Beckoning Trails**
- ★ **Camp Crooked Lane**
- ★ **Camp Ken-Jockety**
- ★ **Camp Molly Lauman**

# GSOH Rental Locations

The following sites have facilities that can be rented for camping and events by Girl Scouts, non-profit organizations, businesses, and families. Some sites have year-round availability while others may be utilized for council programming during various months. Please read the descriptions of the sites and the rental information carefully. Information about individual facilities and pricing can be found on the reservations system, <https://gsoh.checkfront.com/reserve/>

## **Camp Beckoning Trails - 33671 Keller Road, Logan, Ohio 43138 (Hocking County)**

This camp is in the beautiful Hocking Hills region and includes 108 acres of hilly, forested land with streams and a panoramic view of the Hocking River valley and countryside. This beautiful property also features labeled hiking trails and small American Indian mounds. Marlie Lodge sits in an open area on top of a hill, perfect for viewing the night sky or for wintertime sledding. Other facilities include a primitive camp area, a large shelter house, and an amphitheater. Nearby attractions include Hocking Hills State Park, Old Man's Cave, Cedar Falls and Ash Cave.

## **Camp Cornish - 20280 Cornish Road, Mt. Vernon, OH 43050 (Knox County)**

Although not owned by GSOH, Girl Scouts have limited access to renting this log cabin lodge situated on 13 acres of woods with a bordering creek. The site also has a primitive camping area and small shelter.

## **Camp Crooked Lane - 6998 County Road 40, Mt. Gilead, OH 43338 (Morrow County)**

Located on 226 acres of forested land, this camp offers a pond for canoeing, fishing, and pond exploration, while labeled hiking trails help visitors find their way through the grounds. Facilities include Wawinges Lodge, Winniker Lodge, a platform tent unit with a shelter house, two pavilions and an amphitheater. Crooked Lane also features a challenge course, archery/slingshot range and a spray ground, which is open to camping troops and program participants between Memorial Day and Labor Day.

## **Camp Ken-Jockety - 1295 Hubbard Road, Galloway, OH 43119 (Franklin County)**

This camp sits on 220 wooded acres full of wildlife and beautiful wildflowers near the Big Darby Creek, a scenic state and national river. Camp Ken-Jockety is also home to two large lodges, two small lodges, small cabins, yurts, an outdoor kitchen unit and primitive camping sites. Bring your own poles and bait to fish in Becky's Pond, show off your skills at the musical playground, or explore the natural playground. The site also has canoeing, archery/slingshots, hatchet throwing, and a challenge course.

## **Camp Molly Lauman - 9130 Big Bear Creek Road, Lucasville, OH 45648 (Scioto County)**

Utilized as the council's resident camp during the summer, Camp Molly Lauman is in the rolling foothills of Appalachia, in southern Ohio. Bear Creek runs through the front edge of the mostly wooded property, providing access to Big Bear Lake for canoeing. The site features a large lodge/dining hall, a small lodge, yurts, platform tent units with shelters, and an amphitheater and stage for campfire programs. Spend your nights

sleeping in platform tents, cabins, or yurts! There is also an archery/slingshot range, hatchet throwing and challenge course.

## **Zanesville Service Center – 3230 Bowers Lane, Zanesville, OH 43701 (Muskingum County)**

This large building is on over nine acres of open and wooded land, with ample indoor and outdoor space. The large upstairs and downstairs rooms can be used for programming and sleeping. The outdoor space offers a picnic shelter, fire circles, archery/slingshot range, challenge course, and nature trail. It can also be used as a base camp location for visiting area attractions such as the Y Bridge, The Wilds, or The John and Annie Glenn Historic Site.

## **Making a Site Reservation**

Girl Scouts of Ohio’s Heartland provides outdoor program facilities that can be utilized by the troops, groups, and service units within the council. On a more limited basis, the facilities may also be used by other non-profit organizations and outside groups, including businesses and individuals. Please be sure that you are following the guidelines that pertain to the type of group or individual that you represent.

- **Girl Scouts of Ohio’s Heartland Rental Groups and Non-GSOH Girl Scout Groups:**  
Reservations are accepted beginning June 1 for site rentals for the next membership year (October 1 through September 30). We encourage all reservations to be made online. The [Site Reservation Request – Girl Scout Groups](#) may be submitted as an alternative.
  - All Girl Scout rental groups must have adults who have completed the required training for overnight camping. These trainings are: Troop Camp Certification and First Aid/CPR/AED.
  - Additional certifications are required if requesting specialized equipment such as archery, hatchet throwing, challenge course, and canoe.
  - Training opportunities can be found by visiting [gsoh.org/activities](http://gsoh.org/activities).
- **Non-Profit Groups (all groups from other non-profit organizations) and Outside Groups:**  
Reservations for non-profit group rentals are only accepted within three months prior to event date. Estimated pricing is available upon request. Availability may be checked online but requests must be submitted on the [Site Reservation Request – Non-G.S. Groups](#) form.

**Per council policy: Girl Scout groups receive priority for booking. Non-Girl Scout groups will only be approved if no Girl Scouts are on site.**

### **SITE AVAILABILITY:**

- There are opportunities to reserve sites year-round. However, the availability and amenities at some sites vary seasonally. Please reference the Site and Facilities Information or the facility details online for specifics when reserving a site. If you are camping in October-May, water may not be available at all facilities. If you are unsure about the seasonal amenities for your rental, email [reservations@gsoh.org](mailto:reservations@gsoh.org) for clarification.
- All reservations must be made at least 15 days prior to date needed. Utilizing the online reservation system allows you to book based on current availability. If utilizing a paper form, please include a first and second choice as some locations are popular and fill quickly.
- **Site availability can be determined by using the online reservation process at <http://www.gsoh.org/en/camp/reserve-a-camp.html>. Reservations are required to hold or utilize**

space.

- For the safety of visitors, some sites are closed for dates of deer gun hunting season. Sites are also closed for Martin Luther King Jr. Day, Memorial Day weekend, Independence Day (weekend if holiday falls on Friday or Monday), Labor Day weekend, Thanksgiving Day and extended weekend, and Christmas Eve through New Year's Day.
- Facilities marked as seasonal are available from April 15 – October 15 unless otherwise specified on the website. Water to seasonal areas is not guaranteed to be on until May 1.

## HOW TO RESERVE A SITE:

1. Visit <https://www.gsoh.org/en/camp/reserve-a-camp.html> to access the online site reservation system or complete the Site Reservation Request form found on that webpage. Utilizing this site will allow you to check availability and automatically reserve your facility and date(s).
2. Submit Site Reservation Request form with applicable one-night payment or required deposit.
  - a. GSOH groups – to secure your date, one night's payment is required of all overnight guests. If requesting only day use, day payment is required. Reservation requests for a troop meeting can be made at no cost for Mondays-Thursdays and Sunday afternoons for a maximum of 3 hours. **To schedule time for a troop meeting contact [reservations@gsoh.org](mailto:reservations@gsoh.org).**
    - i. GSOH alumni groups may utilize GSOH pricing but should secure additional insurance through the council to cover those who may not be current Girl Scout members.
  - b. Non-profit or outside groups – Once your reservation is confirmed, a refundable deposit of \$100 is required within 7 days. Estimated pricing is available upon request.
3. All Non-GSOH groups must provide a Certificate of Liability Insurance in the amount of 1 million dollars and may be asked to complete a Hold Harmless Agreement.
4. Site confirmation details are listed below in the "Site Confirmation" section.
5. Submit final payment four weeks prior to date reserved. If reserved less than 4 weeks before reservation, payment is immediately required.
6. At the end of your stay, complete the Site Evaluation and the Attendance Roster. Links to these forms will be provided to you by email with your final site information. They should be submitted within two weeks after your visit. They are utilized to track the usage of our facilities and are essential components in the property planning process.

## SITE CONFIRMATION:

**Initial Site Confirmation:** When reserving online, an email confirmation is automatically sent as soon as the reservation has been submitted. All email communication will be from Girl Scouts of Ohio's Heartland through the reservation system ([gsoh@bookings.checkfront.com](mailto:gsoh@bookings.checkfront.com)). Please check spam folders if you do not receive a confirmation. Confirmations for those submitting a Site Reservation Request will be sent as soon as your reservation is accepted and entered into the system. Additional payments may then be entered online using the "Pay Now" button on your invoice. Payments may also be sent to the GSOH office. Full payment must be submitted four weeks prior to your event date.

The site reservation staff will work with all reservations to ensure that required trainings are completed, payments are submitted and any changes to the reservation are made. Payments may be made online both with the initial deposit and the follow-up payments. All trainings must be verified, and payment made in full prior to the final confirmation packet being sent. If everything is complete, the final confirmation email will automatically be sent one week prior to the reservation.

The final confirmation will include specifics about checking in to the site, the codes needed for locks and key drop boxes along with important details to help make your stay enjoyable. The confirmation information should be taken to camp with you so that you have access to the codes. Please realize that you may have limited cell service at some of our sites. It is beneficial to write down the codes and emergency phone numbers so that you can guarantee you will have access to them. **It is your responsibility to read and become familiar with all the information in your final site confirmation.**

The final confirmation will include links to the materials listed below.

- Confirmation Invoice (included in the email body) – full payment must be sent 4 weeks prior.
- Site map and directions.
- Directions on how to use the codes for both the padlocks and the key drop boxes.
- Rental Guide.
- Participant Attendance Roster – submit with the Site Evaluation within two weeks after site use.
- Departure Checklist.
- Site Evaluation – submit with the Participant Attendance Roster within two weeks after use.

### **CANCELLATION/REFUNDS:**

In the event of a cancellation, site reservation staff must be notified ([reservations@gsOH.org](mailto:reservations@gsOH.org)) in writing 30 business days or more in advance to receive a full refund including applicable deposit. If written notification of cancellation is received after 30 days but prior to 15 business days in advance of the reservation date, a one-time transfer within the same reservation year (Oct. 1-Sept. 30) can be made without forfeiting payment. If written notification of cancellation occurs less than 15 business days from the date reserved, any deposit and payment will be non-transferable and non-refundable. Cancellations may be initiated over the phone, but to receive a refund or transfer you must send a written request by email ([reservations@gsOH.org](mailto:reservations@gsOH.org)). Cancellations due to extreme circumstances or extreme weather conditions will be handled on a case by case basis. For acceptable extreme circumstances, a one-time transfer of the deposit/payment can be made to another available date within the same reservation year (Oct. 1-Sept. 30). If final payment or certifications are not received at least 15 business days prior to your stay, your reservation may be canceled.

For those groups that are required to submit a refundable deposit, the deposit will be refunded once the final paperwork is submitted. This includes the Site Evaluation and the Attendance Roster. If the paperwork is not received within 30 days of the event, the deposit will be forfeited. At the end of a reservation year (September), paperwork is needed promptly for deposits and participation numbers to be included in the current year's recordkeeping. If damages occur due to negligence, the responsible party will be charged the cost necessary to replace or repair the damages. Deposit may be applied to amount due for damages.

## **Preparing for Your Event:**

**Rental Group:** Defined as any group using the grounds and/or facilities, providing their own leadership, and establishing their own program. Rental Group Leader is the person recognized as the adult-in-charge of a rental group. This includes but is not limited to, troop leader, day camp director, service unit camporee/event chair, and non-profit and outside group organizer. A rental group includes but is not limited to, troops, council-sponsored day camps, service unit events and camporees, non-profit groups, and outside groups. When the program serves multiple troops, or entails more than typical troop camping, a finalized schedule of events and information should be available upon request. The rental group must comply with all federal, state

and local laws, codes, regulations; all applicable Girl Scout *Safety Activity Checkpoints*; all applicable American Camp Association standards; and all relevant Girl Scout of the U.S.A. guidelines.

**Service Unit Events/Camporees:** Service units must reserve all facilities/locations desired on a site. If the entire site is not reserved, portions of the camp may be rented to other Girl Scout groups. Service units must follow the same site reservation/cancellation procedures as all other rental groups. Contact [reservations@gsoh.org](mailto:reservations@gsoh.org) for service unit special camporee pricing. The service unit is responsible for troop placement and guiding the troops to tents and activity locations. Camporees and large service unit events at council sites require the planning committee to coordinate plans with the designated outdoor program staff. Please consult the Guide to Service Unit Camporees. **All Service Unit events with the exception of Cookie Rallies, Membership Engagement Events, and Service Unit Monthly Meetings require payment for the rental of space.**

**Troop Camping:** GSOH rental groups are expected to know and follow guidelines taught in the *Troop Camp Certification course*. Troops can go camping on council-owned sites or sites not owned by the council. Only registered Girl Scouts (girls and adults) are allowed to participate. No tag-alongs. Troops having family members join them for a picnic or activity should secure additional insurance through the council to cover the family members. If camping at non-council site, the required troop trip information must be submitted in advance (please see the Non-Council Sites section). Review *Safety Activity Checkpoints* for all activities and have proper certified adults available. **Troop Camp Certified adult and First Aid/CPR/AED Certified adult are required for all camping activities.**

**Equipment and Supplies:** Most lodges/indoor reservable spaces have basic cooking supplies available for use. A full list of items is listed on the last page of this document. If something is missing from the site, please include that on the departure checklist which will be in each rental facility. If you notice something is missing when you arrive, we apologize for the inconvenience, but the missing item will not be delivered to you at the time of your reservation. Every lodge facility we own has a refrigerator. All other appliance details for our facilities can be found at [gsoh@bookings.checkfront.com](mailto:gsoh@bookings.checkfront.com). Cook totes can be requested for non-lodge facilities when reserving a site.

**Program Activities:** Troops/groups may elect to schedule a time for a program activity while at camp. Archery/slingshots, canoeing, and challenge course are available at many of our sites. Descriptions can be found for each camp at the online reservation site. If your group has the appropriate certified facilitator, you may request an activity through the reservation system. Be careful to select the appropriate date and time. Your site application will ask for the name of the certified instructor. If you would like to request a list of certified instructors who may be available to facilitate an activity for your group, please contact [reservations@gsoh.org](mailto:reservations@gsoh.org). The spray ground at Crooked Lane does not need a certified instructor but must be reserved in advance.

**Major Items that you need to bring:**

Troop – food, program supplies, consumables (toilet paper, paper towels, trash bags, dish soap, hand sanitizer, sponges, and matches)

Individuals – sleeping bag, blanket, pillow, clothes, raincoat, boots, mess kit or equivalent, flashlight, sit-upon, hat, and toiletries.

**Overnight Check In/Out Policy:** An overnight reservation allows for a check-in time of 4:00 p.m. or later on the day of arrival. Check-out time is noon or earlier on the day of departure. Early arrivals (between 1-4 p.m.) and late departures (noon-3 p.m.) for facilities can be arranged based on availability and are subject to

additional fees. Groups may remain on the grounds for no additional fees, but the facility must be cleaned, and gear removed by the checkout time. **Quiet time is 10:00 p.m. – 7:00 a.m.** Please be respectful of others who may be using the site.

**Group Supervision and Behavior:** The rental group is responsible for providing adult supervision and for the behavior of the participants in their group. Upon arrival, each participant should be given a site orientation by the leader of the rental group. The orientation should include identification of boundaries for all activities, rules, expectations of behavior, and safety and emergency procedures. Failure for any participant to abide by these rules may result in the participant or rental group being asked to leave the property. GSOH Council has the final determination on this action.

**Supervision:** Minimum of two responsible adults must accompany each group of youth to supervise activities and the group’s behavior. For GSOH Council troops/groups, these individuals must have successfully completed the required trainings and required background checks and screenings. An adult is anyone 18 years of age or older. We recommend that any group who utilizes non-Girl Scout adults, who have responsibility for or access to campers, be screened appropriately. Adult supervision around water (fishing, creeking, pond study, etc.) is essential and we encourage additional adults be present. **There are no exceptions to the minimum of two adults’ rule. Adults should be at least two years older than the campers they supervise.**

**Please adhere to the following ratios:**

For age 5 & younger	5 youth per two adults	plus one adult to each additional 4
For ages 6-8	12 youth per two adults	plus one adult to each additional 6
For ages 9-11	16 youth per two adults	plus one adult to each additional 8
For ages 12-14	16 youth per two adults	plus one adult to each additional 8
For ages 15-17	20 youth per two adults	plus one adult to each additional 10

For the safety of both youth and adults, all adults should be trained in the “rule of 3”. An adult should never be in a situation where they are alone with a child (other than their own) when they are not in sight of others. The “rule of 3” means there should always be at least two adults or two children in a group of 3 when out of the sight of others.

**Site Usage:** During the term of this agreement, the rental group shall use the facility for conducting a program/event of its own design and shall comply with all applicable laws, codes, and regulations. Rental group shall notify Girl Scouts of Ohio’s Heartland of the nature of its program/event, and upon request of the council, shall promptly supply information concerning the program/event.

Girl Scouts of Ohio’s Heartland Council prohibits hunting, fireworks, firearms, ammunition, and explosives on any of its properties. The use of gasoline, flammables, poisonous substances, and power tools are restricted. Prior authorization from properties or program director **must** be obtained. Alcohol and illegal drugs are not permitted. Marked exits must be kept clear for quick, safe evacuation.

**Non-Council Sites:** A troop/group planning an overnight stay on a non-council site must submit a Level 3 Overnight Activity Application (please refer to the GSOH Troop Travel Guide). The rental group is responsible for making sure the location meets Girl Scout standards, for securing permission, and is responsible for any fees required. Permits, if any, must be issued in the name of your troop and not Girl Scouts of Ohio’s Heartland Council. Please note that all Girl Scout specialized activities, including swimming, boating, archery, challenge course, etc., both on and off council-owned sites, require certified adult personnel

and adult lookouts. See the *Safety Activity Checkpoints* for all specialized activities.

**Clothing and Footwear:** All participants should be informed in advance that there are natural hazards at all the sites. As feasible, these natural hazards will be removed. However, it is impossible to eliminate all of them due to the natural setting. Sturdy shoes that are closed toed and have a secure heel must always be worn to minimize potential injury from rocks, sticks, roots, uneven ground, etc. Sandals, clogs, and flip flops are not allowed except in pool and shower areas. Running should only be done during an approved activity and in the case of an emergency. Participants should also wear clothing appropriate to the outdoor setting. Over-exposed skin can result in sunburn, poison ivy, scratches, cuts, or other skin-related concerns.

## Arriving at the Site:

**Combinations:** Combinations to the gate and buildings will be provided in the final site confirmation email that will be sent one week prior to your reservation date if full payment has been received. If there is an immediate need upon arrival, use the contact information provided on the final site confirmation. The adult in charge is responsible for taking the combinations along to unlock and lock the gate/buildings. Be certain you have the lock combination **BEFORE** you leave for the event; no one will be there to let you in the site.

**Camp Ranger:** The ranger's primary job function is to care for and maintain the site facilities and property. This includes ensuring that the site follows policies and standards of Girl Scouts of the USA and the American Camp Association as well as the laws and regulations of federal, state, and local governments. In case of emergency maintenance issues or other concerns, please utilize the after-hours phone number on your final confirmation. In case of medical emergency, fire, or personal danger, call 911 first.

**Narrow Camp Roads:** Vehicular traffic in camp is restricted to maintenance and emergency personnel. All other vehicles are to remain parked in the designated parking areas. Vehicles on the camp roads have the right of way. Campers and adults should stand to one side until the vehicle passes.

**Other Groups on Site:** More than one group may be staying on the site at a time. Please be considerate of other groups and not infringe on their activities or facilities.

**Parking:** After unloading, **all cars** must be left in the designated parking areas. Cars parked on the road limit traffic and/or hinder emergency/camp vehicles. Please do not drive off the camp roads to unload. Cars that become stuck are the responsibility of the owner; rangers are not able to assist in removal. The on-site speed limit is 10 mph or less. Lock vehicles. The council is not responsible for vehicles or their contents. Site specific vehicle information is in the final confirmation.

**Property Lines:** Be aware and respectful of the property lines at each of our sites. We strive to maintain good relations with our neighbors, but their property is not to be accessed or utilized by our groups. Do not cross fences or enter areas that you are not sure belong to Girl Scouts of Ohio's Heartland. When in doubt, stay out!

## Cooking and Food Preparation:

**Cooking:** Established fire rings, stoves, ovens, and microwave may all be used for cooking while at the site. Please check the Site and Facilities Information chart to determine what is available at each facility. Fires are

only permitted in established fire rings or fireplaces. Charcoal grills can be used outdoors in the established fire rings by girls taught in their use. Charcoal must be started using fire starters and a charcoal chimney – no lighter fluid. Buddy burners/vagabond stoves should be used within the fire circle or in a dirt area free from leaves and other debris. They should not be used on porches, tables, pavement, or in buildings.

**Dishwashing and Drying:** All dishes and utensils should be washed by hand with a wash and rinse water temperature of at least 100°F. A second rinse should be used containing bleach. Dishes should be air dried and stored in a protected area. For the second rinse you can also put dishes in a dip bag and dip dishes and bag in boiling water to sterilize. A chemical substitute such as Sanitabs or equivalent product may also be used. Hang dip bag to dry.

**Equipment/Appliances:** Additional small appliances/equipment items may be used that require electricity. Please be aware that if multiple items such as crock pots are being used at the same time, we recommend plugging them into different outlets to ensure the circuits are not overloaded.

**Food Handling Procedures:** Food service is your responsibility. The rental group assumes all responsibility for any foods prepared and for all activities incidental to their preparations. Use only clean and sanitized utensils and equipment during food preparation. Clean and sanitize food-contact surfaces after each use. Please minimize the time that potentially hazardous food remains in the “danger zone” of 40°F to 140°F. Utilize the thermometers in the refrigerator/freezer to ensure that systems are in proper working condition. Please note the temperature on the recording sheet.

**Garbage and Trash:** Use a “grease can”; do not pour grease down the sink. Rental groups are responsible for providing their own trash bags. All garbage/trash must be placed in the dumpster located on the site. We encourage recycling by all participants but currently only have recycle bins at some locations. Please take recyclables home with you to recycle.

**Leftovers:** All leftover food must be taken home or placed in the dumpster. Do not leave any items in the refrigerator or cupboards. This includes general items like ice, water, or spices.

## Outdoor Living:

**Animal Bites:** When untrained participants handle wild animals, it creates a hazardous situation and could lead to bites or other injuries. Rental groups should instruct participants to not handle animals unless following the instructions of trained personnel such as a naturalist.

**Firewood:** Campers are responsible for gathering their own firewood while at camp. Because of the Emerald Ash Borer and the devastation it can cause, we ask that you do not transport firewood to camp or take wood out of camp. There is plenty of firewood available in the woods at camp. Any dead wood that is on the ground or hanging in nearby trees may be used. Limited split wood is supplied. Fires should be started in designated fire areas only. Do not make a new fire circle to accommodate your group. Always have a full water bucket next to the fire circle. Never use liquid fire starters. Good campers leave a woodpile behind for the next campers to use.

**Insect Safety:** Mosquitoes are not sprayed at any of our sites. Each person is responsible for providing their own protection against diseases carried by mosquitoes and other insects. Parents are encouraged to keep up

with current health department and medical information by consulting their own pediatrician or the American Academy of Pediatrics.

**Leave No Trace:** Girl Scouts leave a place better than they found it. Conservation of all camp sites should be practiced. Enjoy and appreciate the flowers, shrubs, and trees, but leave them for future campers. Remember that campers share the outdoors with the wildlife; do not destroy their homes or habitat. Abuse or mistreatment of animals, such as frog gigging and deliberate maiming, will not be tolerated.

**Platform Tents:** No climbing on platform tent out rigging. Tents should be left as they were found regarding open flaps, sides down, etc. Please only use bows when tying flap strings. If there is damage to any tent, please note that on the Site Evaluation.

**Poison Ivy:** Rental groups should inform participants on how to recognize poison ivy and to wash with strong soap and water after encountering it.

**Recreational Vehicles:** The sites are not licensed for recreational vehicles, and they are not permitted on GSOH properties. Equipment trailers must be unloaded, loaded, and parked in the designated camp parking area.

**Restrooms/Latrines and Hand-washing Facilities:** Rental groups provide their own toilet paper and their own handwashing set up at the latrines. It is the responsibility of the rental group to daily clean all restrooms/latrines, restock toilet paper, and restock handwashing supplies during their event.

**Service Projects:** Contact [camp@gsoh.org](mailto:camp@gsoh.org) for service projects that may be done at our camp sites. Service projects must be approved by council staff. We cannot guarantee that we can accept or accommodate requests.

**Tables:** Tables must be covered for all arts/crafts projects. Do not remove tables from the lodge or unit.

## Prior to Departure:

**Cleaning:** All facilities must be cleaned before departure. Girl Scouts should always leave a place cleaner than they found it. It is the responsibility of each group, not the camp ranger, to clean the facility before departure. There is a complete cleaning checklist available in the lodge. If a facility is not cleaned sufficiently, a cleaning charge may be assessed. This charge could be as much as \$20 per hour of cleaning required to prepare the site for the next group. Cleaning should include, but is not limited to:

- Floors should be swept, and mud removed.
- Kitchens and bathrooms should be cleaned.
- Refrigerators/freezers should be emptied and wiped out – do not change temperatures settings or unplug them.
- Trash should be placed in a proper trash bag, tied, and placed in the designated dumpsters.
- All camp equipment and dishes should be cleaned, dried, and returned to their proper location.
- Fireplaces/fire circles should be cleaned; wood should be restacked and resupplied. Charred pieces of wood and ashes may be left in the circle to guarantee they are cool; the next group can remove them safely or utilize the wood to start their fire.
- All ceiling and bathroom fans should be turned off.
- If thermostats have been adjusted, please return them to their original setting.

- All lights must be turned off.
- Windows and doors should be shut and locked.

## Safety:

**Active Threat:** All groups should develop and share a plan in case there is a threat of violence or a weapon on a person.

- Your plan could consider the Run.Hide.Fight® process and the steps needed to decide when to initiate each phase.
- Decide on the signal that will alert others to the active threat situation. Call 9-1-1 as soon as it is safe to do so. If possible, alert everyone to the location of the threatening person so that people can run away from that location. Adults should gather as many campers as they can and initiate Run.Hide.Fight® in that order of priority.
- Run – get as far from the threat as possible. If possible, while staying safe, get off the camp property and run to a nearby business or residence. When safe, call 911 and report your location, along with the number of others with you.
- Hide - if running is not an option, adults should gather as many campers as possible and hide.
- Fight - if lives are in imminent danger, and running or hiding is not an option, fighting should be used as the last resort. Attempt to incapacitate the active shooter by using all available objects as weapons and to throw at them.

**Adult in Charge:** The person designated to oversee the group should have the following information for all participants camping with your group:

- Complete participant roster that includes names and addresses.
- Emergency contact names and phone numbers for girls and adults attending including drivers.
- Medical information for all participants including allergies or health conditions requiring treatment, restrictions, and other accommodations needed while on site, etc.
- Written permission from parent/guardian to dispense prescribed or over-the-counter medication to their child.
- Signed consent for medical treatment for all attending.
- Other information designated by a specific *Safety Activity Checkpoint* or by the group's organization.

**Emergency Contact Person:** Emergency contact person is an adult that is available during the entire camping trip to act as a contact person back home with families and/or campers in case of an emergency. Cell phone reception is limited at some camp locations. Emergency contact packet should include:

- Name and phone numbers of the emergency contact person, participants, and drivers.
- Site location, directions, and camp phone number.
- Schedule of activities on and off site.
- Council emergency contact number.

**Emergency Telephone:** If your reserved site has an emergency telephone, emergency contact information including the property address and camp phone number is posted next to the phone. 9-1-1 is appropriate to contact the sheriff, fire department, or emergency medical services. Upon arrival, please be sure to locate this information and share with the other members of your group. Many of our camp phones are not traditional

land lines so please be prepared to provide emergency services with the property address and phone number. Emergency telephones are for emergency calls only.

**Emergency Transportation:** It is the responsibility of the group using the site to provide emergency transportation. We recommend at least one vehicle be available at camp for emergency use. This vehicle is to be parked in the designated parking area with the other vehicles.

**Fire Extinguishers:** Available in all buildings. Locate fire extinguishers upon arrival and read instructions for use.

**First Aid and Emergency Care:** Rental groups are responsible for providing a first aid kit and administering their own first aid and medical treatment, including arrangements for emergency medical care, troop camp certified adult, and First Aid and CPR/AED (age-appropriate) certified adults for all activities. Health history and emergency contact information for each participant should be readily available to the first aider. We recommend the group's first aid treatment area be located at their headquarters. Kits should include unused disposable vinyl gloves, ample supply of materials to stop bleeding, items needed to clean and cover minor cuts and abrasions, and other items as deemed necessary.

The following individuals may serve as first aiders if the certifications are current:

- Physicians/Physician's assistant
- Nurse practitioner
- Registered nurse/Licensed practical nurse
- Paramedic/Military medic/EMT

**Health Information and Emergency Contact Information:** This information should be readily available to the First Aider for each person on site, including all adults. The information should include names and addresses of all participants; emergency contact names and phone numbers; special needs, known allergies and/or health conditions that may affect participation in activities; and for minors without a parent on site, signed permission to seek treatment. It is the responsibility of the group using the site to obtain this information.

Camper medication (prescribed and over-the-counter) should be controlled by First Aider or other designated adults. They should verify that medication is labeled with the camper's name, dosage, and usage times. Medications need to be in original packaging and dosage information should be appropriate for the size/age of the camper. **Medication may NOT be distributed if it is not in its original manufacturers packaging.** All medications (prescribed and over-the-counter) should be stored under lock except when in the controlled possession of the person responsible for administering them. Exceptions to this would be medications such as epi-pens and asthma inhalers that need to be readily available for life-threatening conditions.

**Incident/Accident Reporting:** Girl Scouts of Ohio's Heartland Council periodically reviews reported incidents or accidents that occur on camp property as part of our risk management plan. Please take the time to let us know about any incidents or accidents that occur during your stay at camp. Complete the [Accident/Incident Report](#) or contact [riskmanager@soh.org](mailto:riskmanager@soh.org).

**Insurance:**

- **Girl Scout:** Every registered Girl Scout and registered adult member participating in Girl Scout activities are covered by the Mutual of Omaha accident insurance except for those events lasting 3 consecutive nights or more. This insurance does not cover non-Girl Scouts or illness. Non-Girl Scouts

must provide their own insurance coverage. For complete coverage information and to purchase additional insurance, contact [riskmanager@gsoh.org](mailto:riskmanager@gsoh.org).

- **Non-Girl Scout:** Rental groups must provide a certificate of liability insurance of \$1,000,000.00 naming Girl Scouts of Ohio's Heartland Council as an additionally insured party and assume all liability for any accident or injury occurring on Girl Scouts of Ohio's Heartland Council property.

**Intruders:** An intruder is a youth or adult not registered to participate in the program/activity/event and is not a Girl Scout staff member. All intruders, and visitors, including parents, must first make themselves known to the adult-in-charge. In the event it appears that an unauthorized person is on site, gather participants into a common area and account for the presence of all participants. Be calm and reassure participants. If it is determined that the person is not with a troop/group or is not event staff, call 9-1-1 immediately. Do not leave the secure area until told to do so by a higher authority.

**Lost and Found / Valuables:** Double check for any items that you may have left behind. The camp or council is not responsible for any losses incurred by members of a rental group. After one month, all lost and found items are given to charity. If you leave something behind, please email [reservations@gsoh.org](mailto:reservations@gsoh.org).

**Males Camping with Girl Scouts:** There are no rules that preclude a male adult, who is invited by the troop, from troop camping with Girl Scouts. They may be the assistant leader, troop committee member, certified First Aider or they are Troop Camp certified. All adults must be registered Girl Scouts and have a current acceptable background check. Common sense and prior planning will make camping with a male adult a positive experience. Follow these simple guidelines and enjoy your camping trip:

- Males are not permitted to sleep in the same tent or room with Girl Scouts who are not in their family. Separate room or tent is required.
- Separate male/female restrooms are preferred. If only one restroom facility is available, then post a sign when in use.
- Male campers are required to follow all Girl Scout troop camping guidelines and standards.
- Tagalongs, including the leaders' non-Girl Scout children, are not permitted.

**Personal Sports Equipment:** It is the responsibility of the owner of the personal sports equipment to use and store it in a safe manner to protect people. Non-council equipment for archery, canoeing, challenge course, and swimming can only be used on council sites with prior approval and trained facilitators are required. Please contact [reservations@gsoh.org](mailto:reservations@gsoh.org) for prior approval.

**Transportation of Individuals on Site:** We forbid the transportation of persons in vehicles not designed for passenger use such as for hayrides. Campers travel around camp on foot. If a participant needs an exception, prior arrangements must be made by contacting [reservations@gsoh.org](mailto:reservations@gsoh.org).

## Not Permitted:

**Alcohol/Illegal Drugs:** Alcoholic beverages and illegal drugs are strictly forbidden on camp property.

**Concealed Carry:** Firearms or weapons of any type and ammunition are strictly prohibited anywhere on council-owned premises, whether or not permitted by Ohio law, with the exception of law enforcement. Girl Scouts of Ohio's Heartland Council does not permit its members, guests, employees, or any other individual to

carry weapons or firearms on their body or in their belongings while engaged in Girl Scout activities or on Girl Scout property.

**Dangerous Substances:** The use of fireworks, explosives, gasoline, lighter fluid, poisonous substances, and other flammable or dangerous materials are strictly forbidden on camp property.

**Hunting:** Bow, gun, and trap hunting are not permitted on any of GSOH properties.

**Pets:** Pets are not allowed. Service animals who have been trained to perform specific tasks for the individual are permitted.

**Power Tools:** The use of power tools is restricted, and permission must be received in advance. This includes, but is not limited to, chain saws, hedge trimmers, nail gun, circular and other saws, sanders, etc.

**Smoking:** Girl Scout buildings are designated as NON-SMOKING. Adults who wish to smoke, this includes vaping, must use special designated areas away from the girls. Adults must not leave minors unattended to smoke. Please dispose of cigarette butts in a responsible manner. Do not litter!

## Emergencies:

All accidents, incidents, or injuries must be reported using the Accident/Incident Report form. These should be submitted on the first business day after the occurrence.

**Serious Accident/injury, Illness or Death:** A Troop Camp Certified adult (Girl Scout groups only) and a First Aid and CPR/AED (age-appropriate) Certified adult are required for all camping activities. In the event of a serious accident, emergency, or fatality these individuals are responsible until the emergency personnel assume responsibility.

If any children are injured, their parent or guardian must be contacted immediately. Inform the parent/guardian of their child's condition, the nature of the injury and where the child has been transported for emergency care. If the child does not require emergency transport, follow the parent's instructions regarding care. When in doubt, call 9-1-1. Care for any injured or ill individuals and contact 9-1-1 emergency personnel if necessary, such as police, fire, or emergency medical personnel.

In the event of a fatality, call the police immediately. Secure the area and see that no one disturbs the victim or the surrounding area. A responsible adult should remain at the scene until the police have assumed responsibility. Council staff must be notified of any serious accident or injury after parents/guardians and emergency authorities have been notified. Do not discuss questions of responsibility or liability. Cooperate with law enforcement and medical personnel. Do *NOT* talk to the media; refer all questions to the Director of Marketing and Communications at Girl Scouts of Ohio's Heartland.

### Emergency Council Contacts:

614-487-8101 or 1-800-621-7042 M-F 8:30 a.m. - 4:30 p.m.

614-340-8811 after hours or if the offices are closed

### Procedures for Serious Emergency or Fatality and Crisis Communication

- The council has a plan. Please call the crisis number located in your confirmation

### **Decision Making at a Site Emergency**

- Rental groups provide their own first aid including personnel.
- Rental groups should have their own emergency plans designating individuals to tend to the victim and to make outside contacts as necessary. This should include a designated area to meet and account for all group members.
- The rental group may request the assistance of a council program staff member if they are on site.

### **Emergencies in General**

- Notify council staff as soon as it is safe to do so. Use the Emergency Contact numbers listed above and in your final confirmation email.
- It is the responsibility of the rental group to become familiar with emergency contact numbers and available phone (camp phone or personal cell phone.)
- If emergency assistance is requested, please remember to give the exact location at the site. It is helpful to have someone meet the emergency response personnel at the entrance and guide them back to the scene.
- So the council can assess safety at the site, the rental group is required to complete a council [Accident/Incident Report](#) for any injuries occurring at the site that require medical attention or need documentation.

### **Fire Drill and Evacuation Plan**

- In case of fire, telephone 9-1-1 and give them the exact location of the fire at the site.
- Alert all individuals through a pre-determined signal.
- Upon hearing the signal, all persons should proceed toward the camp flagpole for further instructions.
- Each rental group should have a plan to quickly account for participants once evacuated.

### **General Instructions and Precautions for Fire**

- Fire extinguishers appropriate to use are in buildings at the site. It is the responsibility of the rental group to become familiar with their locations.
- Smoke alarms are permanently located in buildings used for sleeping.
- To ensure safe access to doors/exits, always:
  - keep all marked building exits clear. Do not block the exits with gear, equipment, tables, etc.
  - keep the front and back of platform tents clear for exit.
  - keep site roads clear of parked vehicles.

### **Lost, Missing, or Runaway Person**

- All persons should be told during their participant orientation that if they become lost from their group and are unable to find their way back to remain in one spot. To attract attention, they might sing a song, wave a bandana, blow a whistle, etc.
- Once a person is identified as lost, determine where the person was last seen. Care should be taken that the person is not just resting in a quiet spot or in the latrine/bathroom.
- The adult-in-charge of the rental group or the adult most familiar with the site, should take charge of the search.
- Adults will be assigned to check different areas of the site, including looking in buildings, tents, and cars.
- When the person is found, all those participating in the search should be notified.

- If the person cannot be found, the adult-in-charge will contact the parent or guardian, local authorities, and the council's emergency contact to determine the next course of action. The council's crisis plan will be initiated.

### **Severe Storms**

- If a severe storm is approaching, stay calm and reassure the group. Do not panic.
- Participants should seek cover in a nearby building and remain there until the storm has passed.
- If away from the building, do not stand under isolated trees, lean against a tree, or stand near a wire fence or overhead wires. Never stand by the highest object in an area. If in a broad open area seek cover.
- Exit all pool areas and the spray ground.
- Get all people and watercraft off the pond/lake.
- Rental groups should have a plan for accounting for the entire group after the storm has passed.

### **Tornado**

- It is important that all adults in leadership positions use common sense and do not panic. Have the group seek shelter and stick together if the wind seems extreme. If possible, monitor weather and emergency alerts on cell phones.
- Rental groups should have a plan for accounting for the entire group after the storm has passed.
- After the storm, remain in sheltered areas while maintenance and administrative personnel thoroughly check the grounds for fallen limbs, leaning trees, and hazardous debris and clean up.
- Tornado **WATCH** – Conditions are right for a tornado to develop. Rental group leader/director should be aware of the groups' activities and locations. Notify participants in a calm manner that a tornado **WATCH** has been issued and to "keep an eye on the sky."
- Tornado **WARNING** – A tornado has been sighted in the area. Take precautions immediately. Go to interior parts of buildings. If buildings are not accessible, go to a depressed area, crouch or lie down, and cover head with hands.

**Girl Scouts of Ohio's Heartland Council reserves the right to terminate the agreement for the use of its facility at its discretion for violation of any of the above regulations.**

# Equipment/Supply List

The following equipment should be available for troops, service units, and groups to utilize during their visits to the program facilities. Please be aware that inventory is not taken weekly so an item may be missing.

- Lodge Items – available at each facility that has a kitchen area with a stove and refrigerator.
- Cook Totes – available for use at platform tent and yurt units. Also available for any lodge/cabin facility that does not have a kitchen. These must be requested in advance so they can be made available.

Effort will be made to ensure that this equipment is available for every group. Although council staff or volunteers will periodically inventory this equipment, please note on your evaluation form if something is missing or needs replaced.

<b>Cooking Equipment</b>	<b>Lodge Items</b>	<b>Cook Totes</b>
Stock pot - approx. 10 quarts	1	1
Saucepan - approx. 3 quarts	2	2
Skillet – non-cast iron – 10”-12”	1	1
Mixing bowls - large (@ 8 qts.) and small (@ 5 qts.)	1 each	1 each
Colander	1	1
Lid or item that can be used as lid	1 per pot	1 per pot
Oven mitts	2	2
<b>Cooking Utensils</b>		
Peelers, metal spatulas, slotted & non-slotted cooking spoons, metal tongs	2 each	2 each
Paring knives	4	4
Large sharp knife, rubber spatula, ladle/dipper, whisk, meat/cooking fork,	1 each	1 each
Can opener (mechanical)	1	1
Bottle opener (church key)	1	1
Measuring cup - liquid - 1 cup	1	1
Measuring spoon	1 set	1 set
Measuring cups - dry	1 set	1 set
Cutting board	4	4
<b>Other Equipment</b>		
Metal fire buckets	1 per fire area	1 per fire area
Dishpans - plastic tubs OR metal beaver buckets	3	3
Latrine pail, brush, and broom (for sites with latrines)	1 each	1 each
Rubber gloves - disposable	1 box	1 box
Push broom	1	NO
Broom and dustpan	2 each	2 each
Bow saw	1	1
Fire grate, shovel, and metal rake	1 each per fire circle	1 each per fire circle
<b>Cleaning Supplies &amp; Consumables</b>		
Dish soap, hand sanitizer, toilet paper, paper towels, trash bags, sponges, and matches.	<b>Although some may be at the site, these items are not provided by the council.</b>	
Bleach – for disinfecting mattresses	1 bottle	1 bottle