

## EAST CAROLINA COUNCIL CAMP PROPERTIES & USAGE PERMIT PROCEDURES

**PROCEDURE:** To submit your council properties camping & usage request, please follow these procedures;

- Contact the council service center at 252-522-1521 to request the availability of camp property for the date of your outing.
- Mail, fax (252-522-9707) or hand deliver the properties usage permit request, Local Tour Permit, & this signed procedure form to the council service center no less than 5 working days prior to your activity. **Late permits will not be honoured.**
- The service center will confirm your reservation and return a copy of your approved request form, tour permit and signed procedures form.
- Submit fees to the council service center.
- The service center will notify the Camp Ranger/Properties Caretaker of your reservation & fees payment status.
- **Cancellation Policy:** Inform the council service center by phone or fax within 48 hours if your outing is cancelled to receive a full fee refund. Fees will not be returned for no-shows.
- Council camp properties are closed for usage on recognized federal holidays. Contact the council service center to make special arrangements.

### COUNCIL CAMP PROPERTIES USAGE POLICIES

**GUIDE TO SAFE SCOUTING:** All leaders must be familiar with the National BSA standards set forth in the current addition of the Guide To Safe Scouting.

**CHECK-IN:** All individuals, groups and units must check in & out with the Camp Ranger, Campmaster, or Facility Caretaker.

**ROSTERS:** All groups must submit a unit or organization roster to the Ranger/Caretaker of those in attendance.

**LOCAL TOUR PERMIT:** All scout units must submit a council approved Local Tour Permit. Cub Packs must have a **BALOO** trained leader in attendance.

**WATER ACTIVITIES:** Units, groups or individuals utilizing water facilities (Hannah Bonner, Camp Bonner, South & Camp Charles) & equipment must have an adult in attendance certified in Safety Afloat & Safe Swim Defence. All State & Federal fishing laws must be followed.

**CLIMBING ACTIVITIES:** Units participating in climbing activities must have a leader in attendance that has completed Climb on Safely training.

**ADULT LEADERSHIP:** A registered leader (21 yrs. or older) and at least one other adult (18 yrs old or older) must be present at all times during group outings. One adult leader in attendance must have completed Youth Protection Training.

**PROGRAM ASSISTANCE:** Program assistance is available from the Camp Program Director/ Campmaster to assist units or groups in developing weekend camp programs. Additional charges may be applied to pay staff members or to provide additional equipment and facilities. Areas that require additional certification to operate are; COPE, Shooting Sports, Boating and Climbing. To make arrangements contact the Council Program Manager at 252-522-1521. For additional information on camp related activities visit the council website under "Camping".

**ALCOHOLIC BEVERAGES:** Alcoholic beverages and/or illegal narcotics (or those under the influence of the same) are **ABSOLUTELY NOT ALLOWED** on the camp property at any time. Violators will be asked to leave and local authorities notified.

**ROADS:** The camp wide speed limit is 15 mph. Only one vehicle is permitted entry to the camping area or campsite to unload gear. Vehicles must remain on the reject/service roads. Once unloaded, all vehicles must return to the designated parking area.

**VEHICLES IN CAMP:** All vehicles must be stored in the designated parking area. Parking in the campsites or along service roads is prohibited. ATV's, three wheelers, and motorcycles are not permitted beyond the main parking area at any time. Special consideration for handicapped individuals should be arranged with the camp ranger/caretaker. No vehicles are permitted on the wilderness trails. Pickup trucks are for the transportation of equipment only. All passengers must ride in the cab. One equipment trailer may remain in the campsite. The towing vehicle must return to the parking area.

**FIREWOOD & CAMPFIRES:** Use only fallen dead wood for fires. The cutting of standing trees or shrubs without the consent of the Ranger is prohibited. Unit fire fighting equipment must be easily accessible. Campfires may be laid in designed areas only.

**FIREWORKS/FIREARMS:** Fireworks and personally owned firearms (to include archery equipment) are not allowed on the camp property.

**KITCHEN FACILITIES:** To comply with Health Department policy, the camp kitchen facilities are not available for unit use.

**SANITATION:** Keep campsites and all facilities clean and free of debris. Trash must be removed and/or properly disposed of in the dumpster provided.

**PETS:** BSA Health & Safety requirements do not allow family pets on camp property.

**DITCHING:** The ditching of tents, fire lays or the digging of holes for any reason is not permitted.

**WILDLIFE:** Do not injure, collect, feed, molest or otherwise disturb the wildlife, including their nesting areas. Remember, this camp is their home. We are the visitors.

**DAMAGES:** Units will be responsible for any damages which may occur during their use of camp facilities and/or equipment. The camp ranger or caretaker will inspect the facilities and/or equipment before the unit departs.

### UNIT/EVENT LEADER CERTIFICATION

I have read and understand the policies and procedures relating to council camp properties usage. I am familiar with the Guide to Safe Scouting and its requirements to provide a safe environment for our planned outdoor experience. I will be responsible for the conduct of my unit during this planned event.

\_\_\_\_\_  
Signature of Unit or Event Leader

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**Please sign and return this form with your camp permit request.**