



# KINSEY SCOUT RESERVATION CAMP RENTAL & USAGE AGREEMENT

3492 Hwy. 171 Stonewall, La 71078

Kinsey Scout Reservation  
Norwela Council

Kinsey Scout Reservation (KSR) has been dedicated to serving the young people of Northwest Louisiana for over 30 years. The campground and facilities are available year-round for use by registered Scouts and various community organizations. Groups using the facilities must be prepared to provide their own janitorial services, equipment, tools and anything else they will need to make their event a success. As a service to Kinsey Scout Reservation (KSR) and other using the facility, please leave the grounds and facilities in as good conditions or better than when you arrived. Before your group leaves, the **Camp Ranger** (the full-time resident caretaker and the responsible adult in charge will inspect the area(s) together.

Reservations for the use of all facilities are on a first come first serve basis. Paid rental fees and deposits are required to secure a reservation. **Reservations must be done two weeks in advance. Vehicles are not allowed in the camping areas.** Parking should only be done in the appropriate designated areas.

**The Camp Ranger will check groups into and out of the facilities.** They may request the expulsion of any individual or group found using the facilities to the detriment of the camp. **Upon entering and exiting camp check-in with the Camp Ranger.**

**Alcohol, drugs, weapons and fireworks are prohibited on the property.**

**Smoking inside any of the buildings at Kinsey Scout Reservation is prohibited.**

Shooting sports must be approved by the council.

Fires are allowed only in designated areas and in the appropriate fire pits approved by the Ranger / Camp Master (except in the case of burn bans).

Flush Toilets and hot/cold showers are available on the grounds.

The person signing this contract as the acknowledged leader or contact person is responsible for sharing this information with all participants in their group.

For reservations contact: Norwela Council  
3508 Beverly Place  
Shreveport, La 71104  
318-868-2774  
318-861-3354 (fax)

# **FACILITIES RENTAL FEES**

An area for which rental fees are required will not be considered reserved until rental fees and deposits have been paid. Cancellations must be made 15 days prior to reservation date in order to transfer fees to a new date or be refunded.

Tier 1: Norwela Council Scouting Units / Registered Volunteers  
 Tier 2: Registered Scouting Units other than Norwela Council  
 Tier 3: All other Organizations and Individuals

Weekday reservations for cabins and dog trot: 1:00 pm – 1:00 pm the next day  
 Weekend reservations: Friday, 1:00 pm – Sunday, 1:00 pm  
 Weekday/weekend reservations for other facilities: Daily 8:00 am – 8:00 pm

<b>Lake Cabins:</b>	<b>12 available: 4 set bunk beds, sleeps 8 per cabin</b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Weekly Rate Per Night	\$25	\$50	\$50
	Weekend (Friday – Sunday)	\$40	\$80	\$80
	Required Cleaning Deposit Per Cabin	\$25	\$50	\$50
<b>Campsite X Cabins:</b>	<b>3 available: 5 sets bunk beds, sleeps 10 per cabin</b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Weekly Rate Per Night	\$40	\$40	\$80
	Weekend (Friday – Sunday)	\$80	\$80	\$100
	Required Cleaning Deposit Per Cabin	\$25	\$50	\$50
	(see Summer Camp Guide for rates during camp)			
<b>Dog Trot Building:</b>	<b>2 rooms, sleeps 6 (2 in one, 4 in the other)</b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Nightly Rate	\$25	\$50	\$50
	Required Cleaning Deposit	\$25	\$50	\$50
<b>Dining Hall:</b>	<b>Seats up to 180 (does not include kitchen)</b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Rental Rate	\$100	\$300	\$300
	Required Cleaning Deposit	\$200	\$200	\$200
<b>Dining Hall &amp; Kitchen:</b>		<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Rental Rate	\$200	\$500	\$500
	Required Cleaning Deposit	\$300	\$300	\$300
<b>Hallett Building</b>	<b>training room/ lounge, restrooms/shower</b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Rental Rate	\$100	\$250	\$250
	Required Cleaning Deposit	\$150	\$150	\$150
<b>Yatasi Building</b>	<b>training room, restroom, coffee maker</b>	<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
	Rental Rate	\$50	\$150	\$150
	Required Cleaning Deposit	\$100	\$100	\$100

Facilities must be cleaned per instructions and the Camp Ranger/Camp Master must do a check out inspection prior to departure. Deposits will be refunded after the council is notified by the Camp Ranger/Camp Master. There is no smoking inside any building at Kinsey Scout Reservation. Liability insurance is required for all using the facilities at Kinsey.

# **RESTRICTED FACILITIES RENTAL FEES**

The following restrictions and requirements apply in order to rent the following facilities and/or equipment. **All certificates are to be furnished when the reservation is being made and need to be provided at least two weeks prior to dates requested.** The required certificates must also be provided to the Camp Ranger/Camp Master upon request.

- All of Guide to Safe Scouting applies and must be on hand.  
Available PDF at [www.scouting.org](http://www.scouting.org)
- Safe Swim Defense certificate.  
Training is available from the BSA learning center at [www.scouting.org](http://www.scouting.org)
- Safety Afloat certificate  
Training is available from the BSA learning center at [www.scouting.org](http://www.scouting.org)
- BSA/Red Cross Certified Lifeguards  
All lifeguards must be approved by the current council Aquatics Director. There is a minimum of two lifeguards required and then two for every six swimmers.

<b>Swimming Pool:</b>	limit 30 swimmers per session; 8am-noon - noon-4pm - 4pm-8pm \$2 per swimmer per session \$50 deposit per session
<b>Canoes:</b>	10 available \$5 per canoe \$50 refundable deposit per canoe (refund subject to check out inspection)
<b>Kayaks:</b>	3 available \$5 per kayak \$50 refundable deposit per kayak (refund subject to check out inspection)
<b>Row Boats:</b>	4 available \$5 per rowboat \$50 refundable deposit per boat (refund subject to check out inspection)
<b>Pirogue:</b>	3 available \$5 per water moccasin \$50 deposit per water moccasin (refund subject to check out inspection)

All watercraft come with life jackets and equipment needed to use the craft. The use of KSR equipment is limited to the grounds of KSR. **Equipment must be cleaned per instructions and certified by the Camp Ranger.** Deposits will be refunded after the Council is notified by group and Camp Ranger.

The Rifle, Shotgun, and Archery Ranges are not available on the Rental Agreement. Any requests must be considered by the Properties Committee on a case by case basis with an Insurance Certificate in hand **before** consideration.

# **GROUP USAGE RATES**

## **No Pro-Rated Rates**

**Day Use:** **\$1,000.00 / day 8:00 am to 8:00 pm**  
This is exclusive rental of the property for the day.  
No overnight stays.

**Overnight Short Term:** **\$15.00 / day (50-person minimum) 1:00 pm to 1:00 pm**  
This is exclusive rental of the property for 1 or 2 days up to 150 persons. The fees include the use of the 15 air-conditioned cabins with bunk beds, the Hallett building, Dog Trot, Dining Hall, and Kitchen.

- Additional cost will be added for program areas including but not limited to aquatics, climbing wall, and shooting ranges.
- Expendable program items such as ammo is not included in the pricing.

**Overnight Long Term:** **\$1,500.00 / day 1:00 pm to 1:00 pm**  
This is exclusive rental of the property for 1 or 2 days up to 150 persons. The fees include the use of the 15 air-conditioned cabins with bunk beds, the Hallett building, Dog Trot, Dining Hall, Kitchen, and program areas of Aquatics, Climbing Wall, and Shooting Ranges.

- The fee includes staff for program areas from 9:00 am to 5:00 pm daily.
- Expendable program items such as ammo is not included in the pricing.

**A La Cart Program Use:** Please refer to Norwela Council Facilities Rental Fee Schedule.

**Cabin information:** 12 Lakeview Cabins 8 beds each, 3 Campsite X Cabins 10 beds each, Dogtrot 6 beds, Additional sleeping in the Hallett Building

- **Proof of liability insurance required for all rentals. Must list Norwela Council as insured.**
- **50% deposit required at time of reservation.**
- **The remaining balance paid two weeks prior to your stay at Kinsey Scout Reservation.**

# **KINSEY SCOUT RESERVATION FACILITY OPEN & CLOSE INSTRUCTIONS**

Ranger David Gerald (318) 364-0492

## **Renter's Responsibility**

- You are responsible for keeping your area clean: cabins, campsites, restrooms, pavilion, etc.
- Call the Camp Ranger/Camp Master for trash pick-up or toilet paper.
- Contact the Camp Ranger/Camp Master for any assistance and for check out inspection.
- There is **NO SMOKING inside any of the buildings at KSR.**

## **Cabin Arrival**

- Check all windows and door for breakage, furniture for loose bolts or damage, light/fan and A/C are working
- Check for damage on the ceiling, walls, floor and loft areas
- Report any problems to the Camp Ranger right away.
- If you do not report damage(s) or problem(s) upon arrival your unit will be held responsible.
- Check in with Camp Ranger upon entering the camp. This is so he knows you are on property.

## **Cabin Departure**

- Put furniture back in the place it was when you arrived
- Sweep the floor and porch area
- Turn off and unplug A/C unit
- Close all windows
- Check under the bunks, in furniture and the loft area for any personal items
- Turn off lights
- Contact the Camp Ranger for check out inspection

## **Cleaning Instructions**

- Broom and dustpan are located at the restrooms
- Sweep out bathrooms/showers
- Empty bathroom facility waste baskets
- Make sure toilets are clean
- Remember you should always leave a place better than what you found it

**Thank you. We hope you enjoy your stay.**



Kinsey Scout Reservation  
Norwela Council

# RENTAL AGREEMENT

This letter of agreement is for establishing the use of Kinsey Scout Reservation facilities by:

Pack \_\_\_\_\_ Troop \_\_\_\_\_ Crew \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Arrival Time (not military time): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time (not military time): \_\_\_\_\_

Estimated Attendance: Youth \_\_\_\_\_ Adults \_\_\_\_\_ Total \_\_\_\_\_

Campsites: A\_\_\_\_ F\_\_\_\_ B\_\_\_\_ C\_\_\_\_ J\_\_\_\_ K\_\_\_\_ T\*\_\_\_\_ UU\_\_\_\_ V\_\_\_\_

Winter Camp\_\_\_\_ TFC\_\_\_\_ \*adirondacks

Campsite X: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_

Cabins: 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_

(right side starting at the lake moving towards the bathrooms)

6\_\_\_\_ 7\_\_\_\_ 8\_\_\_\_ 9\_\_\_\_ 10\_\_\_\_ 11\_\_\_\_ 12\_\_\_\_

(left side starting at gate moving towards the lake)

Wasner Building Porch\_\_\_\_\_

Council Fire Ring\_\_\_\_\_

Hallett Building\_\_\_\_\_

Dining Hall\_\_\_\_\_

Kitchen\_\_\_\_\_

Dog Trot\_\_\_\_\_

Canoes (10) \_\_\_\_\_

Kayaks (3) \_\_\_\_\_

Row Boats (4) \_\_\_\_\_

Pirogue (3) \_\_\_\_\_

Pool: session 1 (8am-12pm) \_\_\_\_\_ session 2 (12pm-4pm) \_\_\_\_\_ session 3 (4pm-8pm) \_\_\_\_\_

- 1) It is understood and agreed to by both parties that reservation deposit, fees and certifications as required for use of specific facilities must be submitted with agreement to guarantee reservation.
- 2) It is understood and agreed to by both parties that deposit fees will be held by the council and refunded upon successful check out from camp with the Camp Ranger/Camp Master. All facilities must be listed as refundable, cleaned and free from damage for a deposit to be returned.
- 3) It is understood and agreed upon by both parties that fees will be transferred to another date or considered a refund if cancellation is 15 days prior to reservation date.
- 4) It is understood and agreed to by both parties that the group shall be responsible for any and all damages to camp property which may be reasonably attributed to the actions of the said group.
- 5) It is understood and agreed to by both parties that no alcoholic beverages, weapons, fireworks or drugs of any kind will be allowed on the premises. There is no smoking inside any building at KSR.
- 6) It is understood and agreed to by both parties that the group will abide by any and all of the camp operation rules as outlined on the attached sheet and directions/instructions by the Camp Ranger/Camp Master.
- 7) It is understood and agreed to by both parties that the group will follow two deep leadership and provide one additional adult leader (defined as 21 years of age or older for purposes herein) for every ten youth members.
- 8) It is understood and agreed to by both parties that should the group fail to provide proper leadership or fail to abide by camp rules or directions of the Camp Ranger/Camp Master, the Camp Ranger/Camp Master may at their discretion terminate this agreement and require the renting parties to vacate the camp forfeiting any and all fees.
- 9) Must make reservation two weeks in advance of time you plan on being at camp.

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Printed Unit Leader Name

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Signature Unit Leader

Pack \_\_\_\_\_ Troop \_\_\_\_\_ Crew \_\_\_\_\_

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Phone Number

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Date

## Rental Fees

# lake cabins \_\_\_\_ at \$ \_\_\_\_ a night total \$ \_\_\_\_

# lake cabins \_\_\_\_ at \$ \_\_\_\_ weekend total \$ \_\_\_\_

# Cabin X \_\_\_\_ at \$ \_\_\_\_ a night total \$ \_\_\_\_

# Cabin X \_\_\_\_ at \$ \_\_\_\_ weekend total \$ \_\_\_\_

Dog trot at \$ \_\_\_\_ a night total \$ \_\_\_\_

Dining hall # of days \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

Dining Hall & Kitchen # of days \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

Hallett Bldg. # of days \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

Yatasi Bldg. # of days \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

Swimming pool # of sessions \_\_\_\_ # participants \_\_\_\_

## Deposits

# of deposits \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

# of deposits \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

# of deposits \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

# of deposits \_\_\_\_ at \$ \_\_\_\_ total \$ \_\_\_\_

plus \$ \_\_\_\_ deposit total \$ \_\_\_\_

plus \$ \_\_\_\_ deposit total \$ \_\_\_\_

plus \$ \_\_\_\_ deposit total \$ \_\_\_\_

plus \$ \_\_\_\_ deposit total \$ \_\_\_\_

plus \$ \_\_\_\_ deposit total \$ \_\_\_\_

at \$2 per session total \$ \_\_\_\_

plus \$50 daily deposit total \$ \_\_\_\_

Boats (how many): canoes (10) \_\_\_\_ Kayaks (3) \_\_\_\_ Row Boats (4) \_\_\_\_ Pirogue (3) \_\_\_\_

Rental fee: \_\_\_\_ at \$5 each total \$ \_\_\_\_ Deposits: \_\_\_\_ at \$50 each total \$ \_\_\_\_

TOTAL FEES \$ \_\_\_\_

TOTAL DEPOSITS \$ \_\_\_\_

\_\_\_\_ Safe Swim Defense Certificate

\_\_\_\_ Safety Afloat Certificate

\_\_\_\_ Life Guard Certificate (minimum 2 plus one for every six participants)



# **HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (unit type & number) \_\_\_\_\_  
(unit leader) shall indemnify, hold free and harmless, assume liability for, and defend the Norwela Council, Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers and directors from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the Norwela Council, Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers and directors may or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or claim or action founded thereon arising or allegedly to have risen out of \_\_\_\_\_ (unit type & number) \_\_\_\_\_ (unit leader) use of real or personal property belonging to the Norwela Council, Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers and directors.

Pack \_\_\_\_\_ Troop \_\_\_\_\_ Crew \_\_\_\_\_

\_\_\_\_\_  
Printed unit leader name

\_\_\_\_\_  
Signature of unit leader

\_\_\_\_\_  
Position of unit leader

\_\_\_\_\_  
Date