



Kinsey Scout Reservation
Norwela Council

KINSEY SCOUT RESERVATION CAMP RENTAL & USAGE AGREEMENT

3492 Hwy. 171 Stonewall, La 71078

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 others using the facility, please leave the grounds and facilities in as good conditions or better than when you arrived. Before your group leaves, you and 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.

Council cannot promise to provide certified life guards. Requests for certified life guards (if cannot provide own) will need to be made upon signing this agreement and usage of pool, boats, etc. will be determined if life guards are available.

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

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.

Lake Cabins:	12 available: 4 set bunk beds, sleeps 8 per cabin	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
	Weekly Rate Per Night	\$25	\$50	\$50
	Weekend (Friday – Sunday)	\$40	\$80	\$80
	Required Cleaning Deposit Per Cabin	\$25	\$50	\$50
Campsite X Cabins:	3 available: 5 sets bunk beds, sleeps 10 per cabin	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
	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)			
Dog Trot Building:	2 rooms, sleeps 6 (2 in one, 4 in the other)	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
	Nightly Rate	\$25	\$50	\$50
	Required Cleaning Deposit	\$25	\$50	\$50
Dining Hall:	Seats up to 180 (does not include kitchen)	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
	Rental Rate	\$100	\$300	\$300
	Required Cleaning Deposit	\$200	\$200	\$200
Dining Hall & Kitchen:		<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
	Rental Rate	\$200	\$500	\$500
	Required Cleaning Deposit	\$300	\$300	\$300
Yatasi Building	training room, restroom, coffee maker	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
	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 Scout Reservation.**

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.

- o All of Guide to Safe Scouting applies and must be on hand.
Available PDF at www.scouting.org
- o Safe Swim Defense certificate.
Training is available from the BSA learning center at www.scouting.org
- o Safety Afloat certificate
Training is available from the BSA learning center at www.scouting.org
- o 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 one for every six swimmers and are required for both pool and watercraft use.

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

Any requests must be considered by the Properties Committee on a case by case basis with an Insurance Certificate in hand **before** consideration. **Range Masters are required to be in attendance and must be provided by Norwela Council, Scouting America.** For archery shooting, one Range Master is required for every 8 participants. If intending to use the range notification of needing a Range Master must be given at time of submitting rental agreement.

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, Dog Trot, Dining Hall, and Kitchen.

- Additional cost will be added for program areas including but not limited to aquatics 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, Dog Trot, Dining Hall, Kitchen, and program areas of Aquatics 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
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- **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

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 _____ Dog Trot _____

Dining Hall _____ Kitchen _____ Pirogue (3) _____

Canoes (10) _____ Kayaks (3) _____ Row Boats (4) _____

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

Need Cert. Life Guard(s) _____ Providing approved Cert. Life Guard(s) _____

Requesting to use Shooting Range? _____

Range Master(s) must be in attendance and provided only by Norwela Council, Scouting America. Only, Norwela Council's range equipment (ammo, rifles, shotguns, bows, arrows, etc.) are to be used at the Kinsey Scout Reservation shooting ranges.

- 1) It is understood and agreed to by both parties that reservation deposit, fees and certifications as required to 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 instructions given 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 reservations two weeks in advance of the time you plan to use camp.

Unit Leader Name - Printed

Unit Leader - Signature

Pack _____

Troop _____

Crew _____

Phone Number

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 \$ _____

Yatasi bldg. # of days _____ at \$ _____ total \$ _____

Swimming pool # of sessions _____ # of 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 \$ _____

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, Scouting America, it's 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, Scouting America, it's chartered affiliates, agents, servants, employees, officers and directors may or become obligated to pay on account of any, all and 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, Scouting America, it's chartered affiliates, agents, servants, employees, officers and directors.

Pack _____ Troop _____ Crew _____

Unit Leader Name - Printed

Unit Leader - Signature

Position of Unit Leader

Date