

## Usage, Cancellation, and Refund Policies

The Term “group” refers to the Scout Unit or Non-Scout Group (RG) attending camp.

### Reservations:

- Scout Unit rentals can be made directly at <https://hawkeyescouting.org/camping/rentals/>
- Non-Scout rentals, such as private family rentals, outside community organizations, and businesses, can be made only through the Program & Events Coordinator. Contact Hannah Leonard at [Hannah.Leonard@Scouting.org](mailto:Hannah.Leonard@Scouting.org) or call (319) 200-2257.
- A non-refundable deposit of 50% of total facility fee is **due at time of registration**.
- Reservations are accepted on a first come first served basis.
- Reservations are accepted up to one (1) year in advance. Council, District, and OA reservations may be made 18 months in advance.

### Fee Requirements:

- Remainder (second 50%) of total facility fee is due seven (7) days prior to reservation Check-In.
- Program participant and equipment rental fee balance will be billed at the conclusion of the rental.
- Fee payments for program participation, equipment rental, damages and clean-up, and other outstanding fees must be paid within 30 days of check-out and before any additional reservations are made.
  - If Scout unit payment is not received within 30days, funds will be deducted from the Scout unit account.

### Cancellation/Refunds:

- Facility fee deposit is non-refundable, but it is transferable to another date within one year based on cancellation time as follows:
  - Cancel more than 30 days (31+ days) prior reservation’s check-in date = 100% of deposit is transferable.
  - Cancel 15-30 days prior to reservation’s check-in date = 50% of deposit is transferable.
  - Cancel 7-14 days prior to reservation’s check-in date = 25% of deposit is transferable.
  - No shows = 0% of deposit is transferable.
- If you have arranged for programming during your reservation, you will be subject to penalty fees for cancelling based on cancellation time as follows:
  - Cancel more than 30 (31+ days) prior to reservation’s check-in date = no penalty fees.
  - Cancel 15-30 days prior to reservation’s check-in date = \$100 per programming activity.
  - Cancel 1-14 days prior to reservation’s check-in date = 1 hour’s minimum pricing per programming activity.

- Cancel within the time of reservation = 2 hours' minimum pricing per programming activity.
- Changes in programming, like switching one activity to another, cannot be guaranteed if made within 14 days of reservation check-in.

## **Regulations:**

### Arrival and Departure Procedures

- Check-In opens at 3:00pm. One adult leader must check in with Camp Ranger or Campmaster and present a roster. Upon arrival, review your group plans, facilities, camp regulations, and any special accommodations. Confirm your arrival time with the Program & Events Coordinator and the Camp Ranger within one (1) week of your reservation date.
- Check-Out is by 11:00am. Groups are not to leave camp until the site and/or building has been inspected by the Camp Ranger or Campmaster for cleanliness and damages. Any group wishing to continue their own program may stay in camp until 3:00pm only if pre-approved by the Camp Ranger or Campmaster.

### Storm Shelters

- In case of emergency, there are nine (9) storm shelters located throughout the camp. Please locate the nearest shelter when you arrive and move about camp.

### Camp Boundaries

- All Cubs, Scouts, and Venturers must stay within Camp Boundaries. Units may hike out of camp if accompanied by proper adult leadership.

### Leadership

- Scouting units must have at least two (2) adult leaders at all times. This must include at least one registered adult leader and at least one 21 years of age or older. Coed overnight activities require male and female adult leaders. Youth are not to be without adult supervision while on camp grounds. You are responsible for your group and their actions. The buddy system should always be used at camp. Non-Scout Groups should provide equivalent leadership.

### Insurance

- Sickness and Accident Insurance: Supplemental insurance is provided for registered youth and adult leaders in the Hawkeye Area Council during Scouting activities.
- Liability Insurance: Non-Scouting groups must provide a certificate of liability insurance with limits of at least \$2,000,000, naming the Hawkeye Area Council, Scouting America as a co-insured. Hold Harmless agreements must be signed by all participants.

### Canoe Rental/Pool Rental

- Safety Afloat and Safe Swim Defense must be used and Certified Aquatics Personnel must be in attendance.

### Restricted activities

- For all Scout rentals, no alcohol, illegal drugs, firearms, or fireworks are allowed on Scout camp property. For Non-Scout rentals, alcohol may be permitted only with prior authorization from your designated representative at Hawkeye Area Council.
- Snowmobile, ATV, and/or motorcycle riding is not permitted.
- Camping is permitted only in camping areas. A camping area is designated by a latrine and a fire ring.

#### Vehicles (non-service)

- All motor vehicles and bicycles must remain on designated camp roads, park only in designated areas, and obey all posted signs. Vehicles may be subject to other restrictions due to season and activity. Troop trailers will be transported to campsites by the Camp Ranger or Campmaster, conditions permitting.
- The camp speed limit is 10 mph. Each passenger must use a seat belt. Absolutely no passengers in the back of trucks or on trailers.

#### Garbage/Recycling

- Recyclable items should be cleaned, and garbage should be separated. Items are placed in appropriate containers at each campsite, camping area, or building. Please recycle to conserve our natural resources. Leave No Trace ethos is to be practiced at all Scouting America events.

#### Damages and Clean-up Fees

- The unit or organization is responsible for all damages and clean-up charges (if not satisfactorily completed) at the following rates:

Damage	Cost of material + labor (\$40/hr)	
Clean-up charges (minimum)	Scout Group	Non-Scout Group
Cabins	\$30	\$40
Tent Camping/Adirondacks	\$30/hr (1 hr minimum)	
Dining Hall	\$60	\$120
Allsop Lodge	\$100	\$200
Picnic Areas/Pole Shelters	\$30/hr (1 hr minimum)	
Garbage/Recycling	\$30	\$30

#### Miscellaneous

- Liquid fuels and propane must be used under direct adult supervision. Open flames are prohibited inside tents. Liquid fuels are not allowed to be used to start fires.
- Fires are to be built only in designated rings or cookers. The camp Ranger or Campmaster may prohibit fires. Fires are not to be left unattended. Put fires out cold.
- Standing timber or brush is not to be cut without approval of the Camp Ranger or Campmaster.
- Do not disturb the campsite; no digging, trenching, or raking.
- With prior arrangements, archery and firearms are available at camp for group activities. Personal equipment and firearms are allowed only with prior approval of the shooting

sports director and must be turned in upon arrival. Firearms and archery equipment are to be used at the ranges only. No ammunition of any kind may be brought to camp.

- Use camp toilets and latrines properly. Do not dispose of garbage, wash water, aluminum cans, etc., in the facilities.
- Pets need prior approval, with vaccination records provided at prior to your arrival at camp. Pets must be on a leash and cleaned up after.
- The camps will be closed in the event conditions make it impossible to access buildings and/or sites. The contact person will be notified at the earliest possible time in the event that camp has been closed by the Council., If the Council closes the camp or in the event the weather conditions close schools and/or public events, groups may transfer building/site fees paid toward another date within one (1) year.

The Camp Ranger is willing to be of whatever service needed. However, when delays are encountered and a unit's arrival or departure time is different than requested, please notify the Ranger by calling (319) 360-8339. The Ranger is not on call 24 hours/day.