

# Camp Facility Reservations & Fees

For: COUNCIL RUN EVENTS & TRAININGS

Reservation Procedures	Usage Fees
<p><b>Reservations:</b></p> <ul style="list-style-type: none"> <li>Reservations are accepted up to 18 months in advance through the Camping Department staff for a council event.</li> <li>Reservations must be made through the Camping Director or Facilities Director preferably by email and must include the following items: Event Purpose, Facilities Needed (<b>refer to page 3</b>), Times, and dates.</li> <li><b>Once your request is received you will receive a confirmation email through our reservation system.</b></li> <li>Please note that all <u>short-term events</u>* MUST follow and prepare NCAP (National Camp Accreditation Program) documents for their event. If you're not sure if your event is required to prepare and submit this paperwork, contact the Camping Team for assistance.</li> </ul> <p><i>*Short Term Event: is any council organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length where the council or its agents provide the staffing and may provide program and food services, and includes camps conducted off council properties.</i></p> <ul style="list-style-type: none"> <li>Groups using our camps with commercial kitchens must provide the Camping Department a ServSafe users certificate for Oneida County Health Department. At least one trained staff member must be onsite during food preparation.</li> </ul>	<p><b>Fees:</b></p> <p>Fees are used to help with facility expenses associated with Camping operations and facility upkeep. Items such as: trash/recycling removal services, utilities, miscellaneous camp equipment needed, cleaning supplies, and dish chemicals are all included in the usage fee. The fees below are for event dates only and not planning weekends such as staff setup weekends, etc.</p> <p><b>The fee is based on the event participation to include participants and staff in attendance.</b></p> <ul style="list-style-type: none"> <li>\$2.00 per person (staff and participants) for a one-day event, no overnights.</li> <li>\$6.00 per person (staff and participants) for a weekend event.</li> <li>\$14.00 per person (staff and participants) for a weeklong event (3 or more nights).</li> <li><b>The above fees cover ALL building usages (No additional charge),</b> but each building "must" be reserved in advance for your event.</li> </ul> <p><b>All pre-event meetings, staff developments, and usage of facilities prior to event are INCLUDED in above fees.</b></p> <p><i>Groups will be charged directly after the event (based on registration and staff numbers).</i></p> <p><i>Please notify the Camping Department to verify final numbers.</i></p> <p><b>Cancellations:</b></p> <ul style="list-style-type: none"> <li>Reservation cancellations need to be made as soon as possible.</li> </ul>

For more information, please contact the Camping Department at [camp@samoset.org](mailto:camp@samoset.org) or directly contact Brit (715)383-5201 or Elvis (715)490-1742.

# Camp Facility Guidelines

*Thanks for volunteering to run a Council event or training. We hope you enjoy your Council camp and look forward to assisting you during your stay. Along with our normal BSA policies and Council guidelines please follow these simple rules for everyone's enjoyment. Also, remember to always live by the Scout Oath and Law.*

## **Damaged Camp Equipment:**

- Any damage to camp-owned equipment through abuse will be the responsibility of the group.
- Replacement costs will be assessed to the group based on the retail costs of the damaged item.

## **Fires & Firewood:**

- Only use designated campfire areas and never leave a fire unattended. Always extinguish fires properly.
- We prohibit bringing firewood into camp because it can harbor many kinds of invasive pests and diseases harmful to our trees. Please contact the Camping Department for firewood for your event. Of course, gathering firewood from within the camp is acceptable.
- Chainsaws are strictly prohibited on Council properties without specific training.
- And always remember BSA guidelines of "no Flames in Tents".
- The fireplace inside McCormick Lodge, Hanna Venture Base, Mark Program Center may be used but must be turned off (or cleaned if Mark PC) when you leave.

## **Pets:**

- No animals are allowed on camp properties except for guide dogs for the visually impaired or animals which are for a program/demonstration with the approval of the Reservation Director.

## **Prohibited Items:**

- Alcoholic beverages of any kind and illegal drugs & accessories.
- Ammunition, explosives and fireworks.
- Any type of weapon (including BB guns, paintball guns, and slingshots) or hunting/trapping equipment (except when done as a council led and supervised event)
- Pets and other animals without the approval of the Council Camping Director or Facilities Director.
- Travel trailers, campers and motor homes (a family camping area is available for these vehicles).

## **Smoking:**

- For the health of all, please respect the rights of all others and refrain from smoking in your campsite or around other people. Smoking anywhere at Phillips Scout Camp is not allowed.

## **Trash and litter:**

- Groups are responsible for the bagging and disposal of trash in the camp dumpsters. Groups using Flambeau Canoe Base or Four Mile must take all trash with them when they leave.

## **Vehicles**

- For the safety of the Scouts and Scouters, the speed limit on all camp roads is 5 mph.
- Vehicles must be parked in the central parking lot area.
- Truck beds or trailers must never be used to transport people anywhere.
- Do NOT drive off camp roads without permission from the Facilities Director or Reservation Director (this includes driving on the grass up to a building).
- The use of golf carts, ATV's, and UTV's are restricted and require special training for all staff and participants. Please contact the Facilities Director for the required training.

Reserve	Camp	Name	Type	Description	Notes
<b>Akela's World Cub Scout Camp</b>					
	Akela's	Mark Program Center	Meeting	Dining Hall capacity 200	Servsafe required for Kitchen use
	Akela's	Gabriel House	Cabin	Sleeping capacity 24	
	Akela's	Tiny House	Cabin	Sleeping capacity 8	
	Akela's	Villages	Campsite	Villages have platforms (50 each)	Must reserve tents separately
	Akela's	Camper Shower	Shower	Camps Showers and bathrooms	
	Akela's	Program Areas	Program	Several Areas available if requested	Curtain areas require trained staff
	Akela's	Chapel	Program	Seating capacity 100	
<b>Flambeau Canoe Base</b>					
	Flambeau	Campsites	Campsite	Rustic patrol style sites	
	Flambeau	Campfire Bowl	Program	Bowl area with campfire in middle	
	Flambeau	Program Shelter	Program	Canoe and Program Shelter	Next to Campfire Bowl
	Flambeau	Latrines	Latrine	2 Latrines available	*4 seats = 80 capacity
<b>* Events hosting more than 80 participants need to bring in additional porta-potties</b>					
<b>Hanna Base</b>					
	Hanna	Hanna Base	Meeting	Seating capacity 150 Sleeps 20	Servsafe required for Kitchen use
	Hanna	COPE/Climbing	Program	High Ropes, Zipline, COPE	Requires Special Staffing
<b>Phillips Scout Camp</b>					
	Phillips	Rotary	Cabin	Sleeps 10	Cabin 1
	Phillips	Elks	Cabin	Sleeps 10	Cabin 2
	Phillips	Horgan	Cabin	Sleeps 10	Cabin 3
	Phillips	Evans	Cabin	Sleeps 10	Cabin 4
	Phillips	Latrines	Latrine	2 Latrines Available	*4 seats = 80 capacity
	Phillips	McCormick Lodge	Program	Seating capacity 50	Storm Shelter and one bathroom
	Phillips	Program Shelters	Program	4 Shelters Available	
	Phillips	Sports Field	Program	Large field for program	
	Phillips	Campsites	Campsite	Several Patrol sites throughout camp	
<b>* Events hosting more than 80 participants need to bring in additional porta-potties</b>					
<b>Tesomas Scout Camp</b>					
	Tesomas	Staff Cabins	Cabin	Each cabin sleeps 4 times 14= 56	Reserve Staff Shower for Bathrooms
	Tesomas	Staff Shower Building	Shower	4 toilets and 4 showers	Capacity of 80
	Tesomas	Buffalo Bill	Cabin	Sleeps 24	Reserve East Shower for Bathrooms
	Tesomas	Bixby	Cabin	Sleeps 10	Reserve East Shower for Bathrooms
	Tesomas	Ledbetter	Cabin	Sleeps 10	Reserve East Shower for Bathrooms
	Tesomas	Dosier	Cabin	Sleeps 10	Reserve East Shower for Bathrooms
	Tesomas	East Camper Shower	Shower	11 Showers 6 Toilets 2 urinals	Capacity of 140
	Tesomas	West Camper Shower	Shower	8 Showers 8 Toilets	Capacity of 160
	Tesomas	Schooley	Cabin	Sleeps 18	Latrine nearby
	Tesomas	Campsites	Campsite	23 sites available	Refer to map for locations
	Tesomas	Program Center	Meeting	Capacity 50	
	Tesomas	Dining Hall	Meeting	Capacity 300	Servsafe required for Kitchen use
	Tesomas	Program Areas	Program	Several Areas available if requested	Curtain areas require trained staff