



PROCEDURES FOR MAKING CAMP RESERVATIONS

Purpose: The purpose of this operating procedure is to prescribe detailed guidance for reserving Council camps. These procedures have been approved by the Council Executive Board with the guidance of the Council Camping Committee. No deviations are to be made from this procedure without approval of the Camping Committee.

General: The Council currently operates five camps: Sequassen, Deer Lake, Hoyt, Camp Pomperaug and Wah Wah Taysee. The sole purpose of these properties is to provide a place where our youths (Scouts, Venturers and Explorers) can assemble to promote the ideals of the Boy Scouts of America. Organizations other than the Boy Scouts of America may arrange to use a Council camp, but this use is on a space available basis only.

Responsibilities: The Council Camping Committee is responsible for ensuring the camps are well maintained and operated safely, that quality programs are available for the Scouts using the property and that the camps are used to support the Council's goals.

**No alcoholic beverages or illegal substances (drugs) in camp.
Firearms and fireworks are prohibited.**

See the complete list of restrictions in the Camp Use Guidelines.

Reservation Procedures:

1. Reservation of camp facilities for in-Council units can be made no earlier than the first day of the 11th month prior to the desired use date, e.g. a reservation for April 2020 can be booked on May 1, 2019. All out-of-Council units and non-Scout organizations can make a reservation 9 months in advance of the event date. All reservations will be booked first come, first served once the facility or site becomes available. Waiting lists will not be maintained and are not authorized.
2. Reservations at camps (other than Wah Wah Taysee) must be entered online and may be processed entirely online or initiated in person, by telephone or by email.
 - a. Availability may be checked and online reservations made online at:
<http://www.ctyankee.org/webpay/stermcamping/new>
 - b. In person, by telephone (203-951-0237) or by email (ccruson@bsamail.org) at the Milford Scout Resource Center only: With the Camp Registrar, verify that the desired facility is available and supply all the necessary information for completion of the mandatory online fields.

3. Payment of fees:
 - a. Reservations made more than 120 days in advance: At the time the reservation is made, a minimum of \$100 deposit or full payment of cabin or campsite base fees, whichever is less, is required. The balance of cabin or campsite base fees is due 120 days in advance. Per person fees may be paid during the week following the reservation. Users are responsible for contacting the Camp Registrar, reporting youth and adult attendance numbers, and arranging for payment of the remaining balance.
 - b. Reservations made within 120 days of use: At the time the reservation is made, full payment of cabin or campsite base fees is due. Per person fees may be paid during the week following the reservation. Users are responsible for contacting the Camp Registrar, reporting youth and adult attendance numbers, and arranging for payment of the remaining balance.
 - c. Tentative reservations, without payment, may be made a minimum of 120 days in advance, to be held for 14 days. After 14 days, reservations not paid per the schedule above will be cancelled. Reservations made less than 120 days in advance and not accompanied by payment may be cancelled.
 - d. Payment of camp use fees is the responsibility of the user. Any outstanding balance should be paid within a week of the reservation date. Any past due balance(s) could result in cancellation of any future reservations made by the unit/group.
4. Courtesy notices will be sent to the indicated point of contact by email prior to cancelling a reservation for which there is a minimum payment made. Non-receipt of a cancellation notice, however, is not justification to hold a reservation beyond the due date.
5. The online reservation system is the official reservation record. No commitments will be honored which have not been completely submitted via the online system.
6. Parties without reservations will be accommodated only if space is available. The Camp Ranger or Campmaster will process these cases at the camp office. Camp fees must be paid in full by contacting the Camp Registrar, 203-951-0237, the first business day following camp use.
7. Scouters must take an orientation tour of Wah Wah Taysee before they are permitted to process a reservation. After that, they may book a reservation in person, over the phone, by mail, or by e-mail. Contact the Camp Ranger at (203) 248-5851 or laniusr@comcast.net to arrange an orientation tour and/or reservation. There is no charge for use of Wah Wah Taysee.

8. Refunds will be made as follows:
 - Cancellations received 60+ days prior to the use date will be refunded 100%.
 - Cancellations received between 59-30 days prior to the use date will be refunded at 50%.
 - No refunds for cancellations within 29 days of the use date.
9. Reservations for camp shooting ranges, climbing tower and COPE course require special processing and additional registration. Contact the Camp Registrar for more information and requirements.

Special Provisions:

1. When the camp is reserved for a District or Council event, the District/Council will be charged the 75% of the regular rate for use of any facilities with structure(s) and \$3 per camper. Base fees for tent sites are waived for these events only. Unless the entire camp is reserved, the camp will not be closed to others when reserved for a Council or District event. Reservation for District/Council events must be verified by the professional advisor to the event, indicated by submission of a short term camping reservation form.
2. The Order of the Arrow, when participating in Ordeals which include major service projects, will not be charged for use of the camp. The Order of the Arrow will be charged when service is not the main weekend event (e.g. fellowship weekends, brotherhood ceremonies, etc.).
3. Normally, short term camping is not permitted whenever summer resident camping programs are in session. Requests to camp during a resident program will be considered on a case-by-case basis.
4. An organization may obtain exclusive use of the camp when the size of the group or nature of their activity necessitates camp closure. Closure requests will be considered on a case-by-case basis. Groups smaller than 150 campers would not normally justify camp closure.
5. Camp Sequassen's Bennett Lodge is reserved for the Scout Executive and his guests. The Scout Executive will approve all reservation requests for this facility.
6. Program resources--such as rowboats, canoes, including paddles and personal flotation devices, are reserved through the Camp Registrar. Equipment may not be removed from camp.
7. Anyone visiting a Council camp who has not pre-registered should check in with the Ranger or Campmaster upon arrival. Scouts and Scouters are welcome to visit the campgrounds for day activities without a facility reservation so long as their activities do not interfere with scheduled events. Contact the Camp Registrar to clarify permitted activities/restrictions for day visitors.