





LOST LAKE SCOUT CAMP Reservation Contract

Name of Rental Group _____

Date of Camp Rental _____ to _____ Total Days _____

Arrival Time _____ Departure Time _____

Estimated Adults: _____ Estimated Youth _____

Primary Person of Contact _____

This person will be held accountable for fees and damages and ensure that the Access Policy is followed.

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work/Cell Phone _____

Fax _____ Email _____

Alternate Person of Contact _____

Home Phone _____ Work/Cell Phone _____

Liability Insurance Company _____

Policy Number _____ Phone _____

_____ (Initials) **Refunds:** Reservations may be cancelled by the reserving group at any time. There is a non-refundable deposit of \$300.00 or 10% . If cancelled more than 30 days prior to the reserved date of arrival, a full refund of all rental fee payments will be made. If cancelled more than 14 days, but less than 30 days, prior to the reserved date of arrival, a 50% refund of all rental fee payments received will be made. If cancelled less than 14 days prior to arrival at camp, no refund will be made.

Filled out by Midnight Sun Council Staff Member:

Estimated Rental Fee \$ _____

Deposit is due by _____ for the amount of \$ _____

Final Payment Due _____ for the amount of \$ _____

Deposit Paid \$ _____ Date _____ Receipt # _____ Initials: _____

Total Paid \$ _____ Date _____ Receipt # _____ Initials: _____

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1. Fees will be in accordance with the attached price table.
2. All rental groups must check-in and check-out with the Camp Ranger. A walk through all of the buildings used is part of the check-out procedure. A \$100 fee will be charged if the walkthrough is not completed, in addition to any cleaning fees.
3. No chopping of firewood, tinder, or kindling inside camp buildings.
4. No pets in camp.
5. ATV's, Snow machines, and RV's require special permit use.
6. No fires except in stoves and existing constructed fire rings.
7. No white gas, kerosene, gasoline, or diesel appliances inside the buildings. Propane may only be used in an approved appliance.
8. Do not move furnishings. This includes beds, mattresses, tables, benches, etc.
9. From mid-September until mid-May, you must bring your own water supply.
10. No Lifeguard on site, swim at own risk.
11. Bring your own paper products and sleeping gear.
12. Shovel snow off porches, steps, and ramps as necessary.
13. Prior to calling for check-out:
 - a. Remove all trash.
 - b. Stack all chairs inside.
 - c. Remove all food and perishables. No food left in walk-in refrigerators!
 - d. Remove all group and personal gear.
 - e. Sweep floors thoroughly. Mop Dining Hall and Shower House after sweeping.
 - f. Close all windows
 - g. Wipe down all surfaces inside buildings.
 - h. Put all fires out. Remove all ashes from wood stoves and disperse in the woods at least 50 feet away from any building.
 - i. Cover all stains in the snow.
 - j. Remove all wilderness shelters/snow shelters.

I have read both pages of this document, and have also received and read a copy of the Access Policy. I agree to abide by all terms and conditions in both documents.

Printed Name _____

Signature _____

Date _____

Price Table for Lost Lake Camp

				Fees			
				Other	Non-Profit	Non-Profit Youth Serving	Subtotals and Total Fee
Facility	Heat	Beds	# Days Rented				
Main Core Cabins							
Beer's Cabin	Wood	12		\$50.00	\$40.00	\$25.00	
Diane's Cabin	Wood	12		\$50.00	\$40.00	\$25.00	
Evert's Cabin	Wood	12		\$50.00	\$40.00	\$25.00	
Kiwanis Cabin	Wood	6		\$35.00	\$25.00	\$15.00	
Fran Clare	Wood	8		\$65.00	\$50.00	\$35.00	
Director's Cabin (no electricity)	Wood	8		\$40.00	\$30.00	\$20.00	
High Adventure Site	- SUBJECT TO AVAILABILITY -						
HA Rotary (Duplex)	Wood	8/7		\$65.00	\$50.00	\$35.00	
HA Kiwanis (Duplex)	Wood	8/8		\$65.00	\$50.00	\$35.00	
HA Moose (Duplex)		8/8		\$65.00			
HA Caribou (Duplex)		8/8		\$65.00			
Water Front Cabin (no heat/no electricity)		4		\$40.00	\$25.00	\$20.00	
Waterfront	Renter must supply lifeguard			\$250.00	\$150.00	\$100.00	
Rifle Range	Based on avail. of range officers			\$60.00/hr	\$40.00/hr	\$40.00/hr	
Shotgun Range				\$40.00/hr	\$30.00/hr	\$30.00/hr	
Archery Range				\$40.00/hr	\$30.00/hr	\$30.00/hr	
Ammunitions (50 shot/box) .22 Shotgun/12 gauge or Arrows				\$7.00/box	\$7.00/box	\$7.00/box	
Handicraft Pavilion							
Nature Pavilion							
Kitchen and Dining Hall				\$250.00	\$200.00	\$200.00	
Timber Hitch							
Classroom 1,2,3				\$35.00 ea	\$35.00 ea	\$35.00 ea	
Cook's Cabin (Duplex)	Electric	2/3		\$35.00	\$30.00	\$20.00	
Camp Sites/Camping/ Cabin Overnight fee							
<input type="checkbox"/> Cold Foot 1/ \$20.00 <input type="checkbox"/> Cold Foot 2/ \$20.00 <input type="checkbox"/> Wood Chopper / \$30.00 <input type="checkbox"/> Look-out / \$30.00 <input type="checkbox"/>							
<input type="checkbox"/> Deadhorse / \$20.00 <input type="checkbox"/> Point Barrow / \$20.00 Fort Yukon / \$30.00 <input type="checkbox"/> Chatanika / \$20.00							
<input type="checkbox"/> Savoonga / \$20.00 <input type="checkbox"/> Anaktuvuk Pass / \$10.00 <input type="checkbox"/> Joy / \$30.00 <input type="checkbox"/> Tok / \$20.00							
Per Person User Fee				\$9.00	\$6.00	\$3.00	
Per Person User Fee with Waterfront and Boats				\$11.00	\$7.00	\$4.00	
Total:							

The above fees are a per night or per day fee. You must pay the facility fee plus the per person user fee.

PER PERSON USER FEE – WAIVERED FOR BOY SCOUTS!

Indemnity/Hold-Harmless Agreement

In consideration for being given access to and to participate in Midnight Sun Council/Boy Scouts of America (“Council/BSA”) sponsored activities, _____ (“RENTAL GROUP”), for its part and for all of its employees, and agents, agrees to indemnify, defend, and hold Council/BSA and its agents and employees harmless from any and all costs, legal fees, and sums which Council/BSA, its agents, or employees may pay or become obligated to pay on account of any, all and every claim or action founded upon, arising from, or alleged to have arisen out of RENTAL GROUP’s participation in _____(FUNCTION).

This indemnity/hold harmless agreement includes, but is not limited to, RENTAL GROUP’s use of real or personal property belonging to Council/BSA.

DATE: _____

SIGNED BY: RENTAL GROUP: _____

THROUGH ITS AUTHORIZED REPRESENTATIVE: _____

printed name of representative and title: _____

Reservation Closeout Worksheet

Final Rental Fees \$ _____

Receipt # _____

Additional Cleaning Fees \$ _____

Date _____

Damage Fees \$ _____

Rental Group to be invoiced:

Deposit \$ _____

Yes _____ No _____

Total Fees Due \$ _____

Caretaker/Ranger Comments:

Accounts Receivable:

Date of invoice _____

Date of payment _____

Lost Lake Camp Roster

Group _____ Person of Contact _____

Dates _____ Cell Phone # _____

<u>Name</u>	<u>Emergency Phone</u>
Adults	
1.	
2.	
3.	
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10.	
Youth	
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18.	
19.	
20.	

Ranger's house number: 907-488-4715 Rangers cell number: 907-699-5775

Lost Lake Check-in/Check-out Form

Group _____ Dates _____
 Person of Contact _____ Cell # _____

Facility	Check-in Notes	Person of Contact Signature	Check-out Notes	Ranger Signature

 Primary Person of Contact Signature

 Ranger Signature

 Date

 Date

Lost Lake Camp Reservation Access Policy

Authorized Users: Access to Lost Lake Camp is granted only to the following groups of users. These user groups are listed in order of priority, from first priority (top priority) to last.

- **BSA Events:** Attendees and invited guests at Tanana Valley District, Bush District, or Midnight Sun Council sponsored Scouting events. Only those individuals who are registered as campers and adult leaders of a unit contingent will be permitted to stay overnight at camp.
- **BSA Units/Groups:** Boy Scout Troops, Venture Crews, Varsity Teams, Explorer Posts, Cub Scout Packs or Dens, and Learning for Life Groups with reservations and payment.
- **Rental Groups:** Groups or individuals not at camp as a BSA unit or not affiliated with Boy Scouts of America. This category includes private individuals, families, businesses, churches, or other organizations.
- **Lost Lake Property Owners:** Owners of one or more lots in Lost Lake Estates Subdivision or Lost Lake Hills Subdivision and their dependents. No use of equipment, supplies, or facilities is granted or implied nor is access guaranteed. Access is available only when no Boy Scouts or rental group is occupying the camp. Access to camp cannot be assumed. Permission must be granted prior to each visit by the camp ranger. **Access to the Binkley Climbing Center is prohibited at all times.** An open gate does not grant access to the camp.
 - Guests of Lost Lake property owners must be accompanied by a landowner, or the dependent of a landowner, at all times, while on camp property.
Violation of these rules will result in permanent revocation of access privilege for the offending property owner(s), their dependents, and guests and criminal trespassing charges will be filed.

Reservations: Midnight Sun Council reserves the right to refuse access to groups or individuals at the sole discretion of either the Camp Ranger or the Scout Executive. All rental groups and Cub/Boy Scout units not attending district or Council sponsored events must make reservations by calling the Earl and Pat Cook Council Service Center at 907-452-1976. Reservations should be made 30 or more days in advance to arrival at Lost Lake Camp. Lost Lake Camp is in great demand, so the sooner you reserve your group's time, the better chance you have of getting the dates you want. In the event your desired camp dates are already reserved, you may ask to be placed on a waiting list for that date, even if you decide to reserve another date as well. If a cancellation occurs, the people on the waiting list for that date will be called, in order, to see if they want to move to the newly available date.

- **Insurance Required:** Prior to arrival, all non-BSA rental organizations must provide legible documentation from their liability insurance company, showing Midnight Sun Council, BSA an insured party for \$1,000,000 during the period of camp use. If the COPE Course is being used the additional Insurance will be \$2,000,000.
- **Payment:** The Earl and Pat Cook Council Service Center will have all reservation forms and contracts. There must be a signed form and contract and a deposit of approximately 50% of the total rental fee within 10 days of placing the reservation or the reservation will be cancelled. **At the time of first payment, a copy of the Camp Access Policy will be provided and the rental group representative must sign that he/she has read and understands the Camp Access Policy and that their group agrees to follow all provisions of the Camp Access Policy.** Full payment must be made at the Council Office at least 7 day prior to arrival at camp, unless other arrangements are made, or the reservation will be cancelled. The price table details the rates for rental of camp. BSA units/events pay the standard rate for Youth Serving Non-Profit organizations.
- **Refunds:** Reservations may be cancelled by the reserving group at any time. If cancelled more than 30 days prior to the reserved date of arrival, a full refund of rental all rental fee payments will be made. If cancelled more than 14 days, but less than 30 days, prior to the reserved date of arrival, a 50% refund of all rental fee payments received will be made. If cancelled less than 14 days prior to arrival at camp, no refund will be made.

Arrival at Camp: The individual responsible for the group using camp will report to the Camp Ranger's home (on the right just before the entrance into camp) where he/she will present:

1. **A signed release**
2. **A hold harmless agreement**
3. **Proof of insurance (prior to getting the gate opened) and**
4. **All BSA units must show their approved tour permit to get access to camp!**

After these requirements have been met, the gate will be opened and a check-in walk through with the Ranger will occur to determine the facilities condition at sign-in. At this time the Ranger will also give the group a check-out sheet for their review detailing all cleaning, etc. that must be done before checking out. If the person listed on the reservation form will not be present at the primary point of contact, he or she must make prior arrangements with the Camp Ranger to designate an alternative individual to accomplish this step. The gate will not be opened for anyone other than the person of contact or a previously designated individual. A roster of all persons in camp as part of a BSA or rental group will be completed and submitted to the Camp Ranger before you check out of camp.

Departing Camp: After all facilities have been completely vacated and returned to a state of cleanliness and maintenance, as good or better than they were at check-in, the primary person of contact will call the Camp Ranger (907-699-5775) to accompany him/her on a check-out walk through. All cleaning, maintenance, and trash issues will be resolved prior to the check-out clearance form being signed by the Ranger. You will remove all trash with you. The signed check-out form is your group's proof of compliance. Groups, who depart camp without contacting the Ranger for a check-out walk through, will be charged a fee of \$100 plus \$25 per hour for all additional cleaning or repairs that must be completed by the camp Ranger.

Camp Use

1. **Concurrent Use:** Lost Lake Camp exists first and foremost, to serve the needs of the Scouting programs of the Midnight Sun Council. Midnight Sun Council, therefore, reserves the right to enter camp at any time and utilize such portions, facilities, or equipment as may be necessary to execute said programs. If a rental group is in camp, such concurrent use will be coordinated with the primary or alternate person of contact to insure as little interference with the rental group's scheduled activities as possible.
2. **Maintenance Problems:** All problems noted by camp users after the initial check-in should be provided to the Camp Ranger as soon as appropriate depending on the severity/impact of the problem.
3. **Tools and Equipment:** Any tools or other equipment required by your group while in camp will be requested from the Camp Ranger at check-in. The primary person of contact or designated alternate will sign a hand receipt detailing each item being loaned out. Prior to check-out being completed, all items signed out must be returned, whereupon the Ranger will sign the hand receipt and return it to you for your records.
4. **Special Activities:** The following activities are prohibited without the express written consent of the Council Scout Executive or the Camp Ranger on the Lost Lake Special Use Permit.
 - a. Hunting
 - b. ATV's
 - c. Recreational vehicles or campers
5. **Forbidden activities:** The following activities are forbidden at all times and violators will be escorted off camp property.
 - a. Fires in any location other than stoves or designated fire rings.
 - b. Starting fires with gasoline, oil, kerosene, diesel fuel, lighter fluid, etc.
 - c. Riding in the bed of any truck type vehicle or in any trailer.
 - d. Riding in any vehicle without a seatbelt properly secured.
 - e. Towing passengers on sleds, wagons, or any other conveyance not intended for such use.
 - f. Pets, except as a bona-fide part of a program with prior approval of the Camp Ranger.
 - g. Use of firearms in any other area than the rifle, shotgun, or archery range(s) at any time when authorized groups are at camp.
 - h. Use of alcohol or illegal drugs. Anyone entering camp property who has been drinking will be escorted off camp property and not allowed to return.
 - i. Use of fireworks on camp property.
6. **Tobacco Use in Camp:** Smoking is not prohibited on camp property. We just ask that you use extreme caution and have a designated smoking area with enough containers for everyone to place their ashes and other remains in. You will be responsible for cleaning up after your smokers.
7. **Out of Camp Canoe Use by Boy Scout Units:** Units will contact the Earl and Pat Cook Council Service Center or the Camp Ranger to make arrangement for use of canoes outside of camp property. Canoes will be signed for on the Canoe Check Out/In Form. Life jackets and paddles will also be accounted for on this form.
 - a. Canoes are the only watercraft that will be used outside of camp.
 - b. Only BSA Units with a council-approved BSA Tour Plan with Paddlecraft Safety may sign for canoes.
 - c. The canoes must be picked up at the Lost Lake and returned no later than the week after the event.
8. **Camp Equipment being used by the Boy Scout Units:** The camp has bear canisters for backpacking for Spot Units and Troops to check out to use.
 - a. Units will contact the Earl and Pat Cook Council Service Center or the Camp Ranger to make arrangements for the use of the equipment outside of camp property. Items will be signed for on the appropriate check in/out form.
 - b. Only Chartered Units will be able to check out the equipment.
 - c. A council approved Tour Plan must be shown at the time of pick up for these items.
 - d. The equipment must be returned no later than the week after the event.
9. The Council Executive, District Executive(s), and/or the Camp Ranger, may, at their discretion, direct individuals or groups to leave camp property for other serious misconduct not specifically covered in this document.
10. The Council Executive and/or the Camp Ranger, may, when the situation dictates, grant a waiver from any portion of this policy, unless that portion is a requirement of the National Council, Boy Scouts of America, the State of Alaska, or the U.S. Government.

