

# How to Reserve Council-Owned Sites

## For Girl Scout Members

### Important Reminders About Reservations:

1. Troops/groups using council sites must have trained, qualified adults for the activities that are planned as required by Girl Scouts of Indian Waters Council and GSUSA. A copy of the qualified first-aiders' First Aid and CPR card (and lifeguard certification if using waterfront) must be submitted with the reservation form. See Section Two in this guide or Safety-Wise for more information.
2. While phone reservations are not accepted, a phone call to the Girl Scout Office can alert you to available dates at any of the council-owned sites.
3. Reservations are taken on a first-come, first-served basis.
4. A completed reservation request and \$25 deposit must be received four weeks prior to your stay. (The deposit only applies to use of Camp Nawakwa; no deposit is required to use the Program Center.) This deposit is in addition to the site fee and will be returned to you after the Camp Manager has approved the site after you leave. If there are any damages or if the Camp Manager must clean the facility, part or all of your deposit will be held. If the damages/cleaning total more than the deposit, you will be billed for the amount due.
5. Troops willing to share building space with another troop will benefit by splitting the fee.
6. Heyde House has two sleeping wings which are rented out separately. They share a common kitchen and activity space.
7. **No pets** are allowed on Camp Nawakwa property. Our insurance carrier is enforcing this policy and anyone with animals will be asked to leave.
8. You will receive confirmation of your reservation within 2 week of submission.
9. The rental fee must be paid at least 4 weeks prior to the reserved date. **FAILURE TO DO SO WILL FORFEIT YOUR RESERVATION.**
10. If you cancel more than 3 weeks prior to the reserved date, you will receive a full refund. There will be NO refund for cancellation made less than 2 weeks prior to the reserved date.
11. The Camp Manager will open the site for troops/groups using Camp Nawakwa. If keys are needed, they will be mailed to you or can be picked up by troops using the Program Center in Eau Claire.
12. **No parking** by the buildings. After unloading gear, **all cars must be moved** to the parking lot by the Chalet.

<ul style="list-style-type: none"> <li>• Chalet 22 mattresses, no beds</li> <li>• Heyde House 7 bunk beds per wing (14 berths)</li> </ul>	<ul style="list-style-type: none"> <li>• Both available September - May</li> <li>• Both winterized, heated, have indoor plumbing</li> <li>• Heyde available for troop/group camping on weekends in summer.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Chalet:</b> \$50/night (4pm-4pm) Day use only - \$15/day</li> <li>• <b>Heyde House:</b> \$50 per wing/night (4pm-4pm) Day use only - \$25/day</li> </ul>
<ul style="list-style-type: none"> <li>• Lower Level of Hobbs 22 beds + 18 additional mattresses</li> </ul>	<ul style="list-style-type: none"> <li>• Available April, May, and September, not winterized</li> </ul>	<ul style="list-style-type: none"> <li>• \$50/night (4pm-4pm)</li> <li>• Day use only - \$15/day</li> </ul>
<ul style="list-style-type: none"> <li>• Timbercrest (Yurts) 24 mattresses/beds</li> <li>• Valley Screen Tents 20 mattresses/beds</li> <li>• Hilltop Platform Tents 36 mattresses/beds</li> <li>• Lakeview Platform Tents 16 mattresses/beds</li> </ul>	<ul style="list-style-type: none"> <li>• Not winterized available April, May, and September</li> <li>• All have washstands and latrines, some of these sites will be available for troop/group camping on weekends in summer</li> </ul>	<ul style="list-style-type: none"> <li>• \$25/site/night</li> <li>• Day use only - \$15/day</li> </ul>
<ul style="list-style-type: none"> <li>• Camp Nawakwa Grounds:</li> </ul>		<ul style="list-style-type: none"> <li>• \$10/day</li> </ul>
<ul style="list-style-type: none"> <li>• Girl Scout Program Center:</li> </ul>	<ul style="list-style-type: none"> <li>• There is no deposit required for use of the Program Center</li> <li>• Winterized, heated, indoor plumbing, no showers, modern kitchen.</li> <li>• No beds or mattresses.</li> </ul>	<ul style="list-style-type: none"> <li>• \$30/night (Sun.-Thurs. 4PM-9AM, Fri. or Sat. 4PM-4PM)</li> <li>• Day use only no charge (but you must reserve)</li> </ul>

Note: user fees are subject to change

# Council-Owned Sites Reservation Form

Complete entire request form and return to the Girl Scout Office.

## Section I: Facility Reservation

Use a separate form for each site you are reserving.

### Camp Nawakwa:

If you wish, you may indicate a second choice of facilities.

- Chalet** (September-May)
- Hobbs Hall Lower Level** (April, May, September - October 15)
- Heyde House** (September-May, weekends during the summer)
  - 1 wing     both wings
- Yurts** (April, May, September)
- Valley Screened Tents** (April, May, September)
- Hilltop Platform Tents** (April, May, September)
- Lakeview Platform Tents** (April, May, September)
- Grounds** (September-May)

} some may be available  
on weekends during  
summer

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Deposit: \_\_\_\_\_

Confirmation: \_\_\_\_\_

Balance Paid: \_\_\_\_\_

Faxed to Camp: \_\_\_\_\_

### Girl Scout Program Center:

- Day use (no charge)
- Overnight use
- We will pick up keys
- Please mail keys - address - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section II: Date you wish to reserve You may indicate a 1<sup>st</sup> & 2<sup>nd</sup> choice of dates.

**1<sup>st</sup> Choice:**    Date \_\_\_\_\_ thru \_\_\_\_\_    Arrival time \_\_\_\_\_    Departure time \_\_\_\_\_

**2<sup>nd</sup> Choice:**    Date \_\_\_\_\_ thru \_\_\_\_\_    Arrival time \_\_\_\_\_    Departure time \_\_\_\_\_

## Section III: Troop Information

Troop/Group # \_\_\_\_\_ Community/School \_\_\_\_\_

Program Level \_\_\_\_\_ Service Area \_\_\_\_\_

Estimated # of girls \_\_\_\_\_ Estimated # of adults \_\_\_\_\_

Name of Adult in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

- We understand that fees are for rental of the facility. We agree to pay for any damages that our troop/group causes, including any defacing of property or trees, loss of keys, equipment damage, property or equipment not cleaned, etc. We agree to conduct this experience according to Safety-Wise and council policies and guidelines.

\_\_\_\_\_  
Signature of Adult in Charge

\_\_\_\_\_  
Date

# Council-Owned Sites Reservation Form, page 2

## Section IV: Adult Leadership

This section must be submitted to the council **no later than 4 weeks** prior to the reserved dates.

Please refer to Section 4 or page 20-21 for clarification of Qualified First Aider and Trained Troop Camping Adult.

### Qualified First Aider:

You **must** indicate one of the following:

- I have taken the Red Cross First Aid/CPR course through the council. Record of certification is on file at the Girl Scout Office.
- I have taken the Red Cross First Aid/CPR course elsewhere and have attached a copy of my certification card with this form.

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### Trained Troop Camping Adult:

Please indicate which level(s) of Outdoor Training you have received:

- Outdoor Basics
- Outdoor Skills 2
- Advanced Outdoor Skills

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### Qualified Lifeguard:

(If water activity is planned, a copy of the lifeguard's certification card must accompany this form.)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

### Emergency Contact:

(A person at home who is able to contact parents of girls in the troop/ group in case of emergency or change of plans.)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_