

Courage



Confidence



Character



# GSHG Property Reservations

Policies & Procedures  
[www.gshg.org](http://www.gshg.org)



Welcome to the Girl Scouts of Historic Georgia,

We are so pleased that you have chosen to visit one of our beautiful and diverse Program Properties. Whether you are visiting us in Savannah at beautiful Camp Low while you tour our historic city or at Camp Martha Johnston near Macon, one of the oldest continually operated Girl Scout camps in the United States, you are in for a real treat.

Our camps are open to Girl Scouts from throughout the United States as well as other organizations and groups whose mission is closely related to that of the Girl Scouts of Historic Georgia. We ask that you abide by our rules which are set for your safety and protection. Please take a few minutes to read over this informative booklet. It provides a wealth of information that will make your visit a special one for your troop or group.

If we can assist you further, one of our Customer Support Team members will be happy to help you, just email us at [reservations@gshg.org](mailto:reservations@gshg.org)

Happy Camping!

*Girl Scouts of Historic Georgia*

# COUNCIL GUIDELINES FOR ALL PROPERTIES

Please remember that the use of Girl Scouts of Historic Georgia, Inc. (GSHG) properties are regulated by governmental agencies, including local fire and county health departments. Some of the following site use regulations keep the council in compliance with their direction; others are necessary for the health and safety of those using the property. We also comply with all guidelines set forth by Girl Scouts of the USA (GSUSA) including the Safety Activity Checkpoints, Volunteer Essentials, Risk Management, as well as American Camp Association (ACA) standards.

Please take a few minutes to read through the following information to ensure the safety of the girls and the preservation of the property.

## RESERVATIONS AND LODGING INFORMATION

- Check in is between 3:00 – 6:00pm. **A \$50 fee will be charged for late check-ins.**
- If the time you have specified for arrival is delayed 30 minutes or longer, please contact the property manager or designated GSHG representative at the number you will be given when your reservations are confirmed.
- The group leader or event coordinator must check in with the property manager/ranger or designated GSHG representative at the camp office immediately upon arriving at the site unless alternate instructions have been given.
- Access to the property is done through the main gate, unless otherwise specified. This entrance is usually always closed except during check-in or check-out.
- All early departures and/or late arrivals of guests must be brought to the attention of the property manager or designated GSHG representative, at check in if possible.
- You **MUST** check-out with the property manager/ranger or designated GSHG representative on duty before leaving campsite. Please review check out sheet provided at check in. All completed paperwork should be turned in to the council staff person before departure.
- Check-out for all units is no later than 11:00 am unless, special arrangements have been made a head of time. Please be sure that everything is packed and loaded and all areas that were used by your troop/group have been cleaned properly according to the designated check-out sheets. Ensure all beds and equipment are returned to their original place if permission was given to move them. Should you wish to leave later in the day; a late check-out can be requested.
- Should there be a need for a refund, checks are cut on the normal check cycle for the finance department and will be sent out as checks are cut in accordance with normal business of the finance department. Refunds can take up to two weeks to process.



## SAFETY AND SECURITY.

- ***Smoking or Vaping is permitted only in designated smoking area.*** Smoking or Vaping is not permitted in buildings, along trails or in wooded areas or at any time in the presence of girls/minors.
- **Alcohol** – The consumption of alcoholic beverages is not allowed at any function that includes persons under the age of 21. It is against the law in the state of Georgia to drive after consuming alcohol to a blood alcohol level of .08%. Absolutely NO alcohol at Girl Scout events with girls present. Responsible alcohol consumption may be permitted at adult events only when the entire camp must be rented if alcohol will be present. This would require special permission and insurance documentation and possible permits. Cash bars are NOT permitted at any function.
- **Illegal Substances** – Illegal Drugs are not permitted on Council properties. If you are found in possession or using these items, you will be asked to leave immediately and may lose the right to attend future events or activities.
- **Firearms** are not allowed on the property except when in the possession of a sworn officer of the law or other appropriately trained/certified individual. When not in use, all firearms must be stored in a locked container or room separate from ammunition. Fireworks are not permitted on camp property.
- **Vehicles and Parking** – Parking is allowed only in designated parking lots. With prior approval of the property manager/ranger or program manager, vehicles may be driven in to unload equipment and passengers, but then must be parked in the designated areas. Only vehicles authorized by the property manager may drive on access roads. Personal vehicles are not to be used for transportation within the property and are not allowed to remain in the unit areas. One vehicle may be designated as an emergency vehicle during overnight events and may be allowed to stay parked near the unit with the doors unlocked and keys in it.

With prior arrangements and depending on the site, golf carts may be available to transport adults and/or girls who have special needs only while on property. Golf carts can only be operated by adults, 18 years and older with a valid Driver's License. They are not to be used for regular travel. No more than 2 persons are allowed on the golf cart at any given time, no matter how small. Golf carts must be checked out from the property manager/ranger prior to use and must be charged nightly at the designated location. Golf carts are allowed on the road or designated trails only. Never ride on Fire Trails or wooden board walks. Be aware that there are girls and adults on the trails, and you should always be aware of your surroundings. Golf carts should always be handled with care.

The speed limit on camp roads is 10 mph. The roads on camp facilities MUST be ALWAYS kept clear to allow for emergency vehicles, i.e., fire trucks, ambulances, and sheriff. At Camp Martha Johnston: PLEASE DO NOT DRIVE VEHICLES UP TO THE FRONT OF THE PEYTON ANDERSON LODGE TO UNLOAD. Please Park in the loading/unloading area to the right of the Sleeping Quarters or pull up to the loading dock located at the dining hall end.

The transportation of persons in the back of pick-up trucks or wagons where seats are NOT attached to the vehicles is strictly PROHIBITED. Special events, such as hayrides, are the exception.

## Vehicles and Parking (*continued*)

NO All-Terrain Vehicles (ATVs) or go-karts are allowed on Girl Scout property. Oversized vehicles such as buses, trailers, campers, etc. must remain in the designated parking area.

During large events: an event staff person should be posted at the parking lot entrance to direct traffic and participants to the correct check-in area. ***This task is the responsibility of the event coordinator.***

- **Boundaries** – Please observe all posted signs and respect all boundaries given by Girl Scouts of Historic Georgia, Inc. staff for your group. Always show courtesy to other groups using our facilities. You are only permitted to use/access the facilities you have rented.
- **Hazardous materials** – No medical waste or hazardous materials may be left on site.
- **Pets and animals**, except for trained medical service animals, are not allowed on the property. For a special animal program, an exception may be granted in advance by staff.
- **Personal Property.** Girl Scouts of Historic Georgia, Inc. will not be responsible for theft or damage to personal property. This includes, but is not limited to any musical instruments, aquatic equipment, bicycles, sports equipment, clothing, photography equipment, etc. Personal belongings are the exclusive responsibility of the owner and are not covered by council insurance.
- **Playground Equipment:** Playground use is limited to children 8 years old and younger.
- **Challenge Courses (if applicable):** The Challenge Course is strictly off limits. The only exception is for a program approved in advance by GSHG and supervised by a certified instructor.
- **Campfires and Cooking Fires:** You will be notified at check in if there is a Fire Ban in effect for the property. Please be mindful of the current environmental conditions prior to coming and have a back-up plan. **Girl Scouts are NOT exempt from the county Fire Bans.**

Campfires and cooking fires may be built only in established fire rings, and only under the guidance of a GSHG camp trained person or person with equivalent training/experience. Cooking in fireplaces is not allowed. DO NOT burn trash or empty/place grease in fire rings.

Each group is allotted 1 night's worth of firewood with their reservation. Additional firewood can be purchased when facilities are rented. Fallen wood may be used, do not cut trees. Only appropriate fire starters are allowed. No liquid fuels may be used. *Liquid fire starters are not permitted nor Match Lite type charcoal.* Fire starters are **NOT** provided and must be prepared prior to arrival. Please bring an ample supply of approved fire starters to use for your group.

A bucket for water and a rake or shovel is supplied at the campfire site. A fire must never be left unattended, put out all campfires completely **OUT** and leave burned wood and ashes inside the fire ring. We ask that you leave dry firewood for at least one fire for the next group. DO NOT Bring Firewood!

**Campfires and Cooking Fires (*continued*)**

Cooking grease must be cooled in a container and removed when your party leaves. It should never be buried.

**No Heaters** of any kind or permitted in any cabin, tent, or unit house. Camp buildings do not have sufficient wiring to accommodate space heaters. Kerosene and LP type heaters are not permitted.

- **Fire extinguishers** are located throughout the camp properties and should be used to contain small fires. After using fire extinguisher, notify the camp ranger so that the extinguisher can be replaced, and the area inspected. If a fire becomes out of control, remove everyone from the area and call 911.
- **Camp Gates:** Codes will be given to users as warranted. Gates may be “dummy locked” at night to allow safe access in case of emergency.
- **Telephones** – Camp telephones are to be used only in the event of an emergency. Cell phone reception has improved at most camps, and most cell phone calls can be completed.
- **Severe Weather** – In the event of severe weather, please take your group to the closest storm shelter or designated building.  
**Camp Martha Johnston** the lower levels Estella McGee Lodge or the Peyton Anderson Lodge.  
**Camp Low** in the bath houses or Lodge/dining hall away from windows  
**Camp Tanglewood** in the dining hall, infirmary, or pool house  
**Camp Robert Lewis** in the bath house

Leaders of the group should have an emergency plan of action in place for participants at check-in. Three blows of an air horn indicate an emergency and all persons should immediately report to the nearest storm shelter or designated location.

- **Prescription medicine and over the counter** – All prescription and over the counter medicines are to be under lock and key except when controlled possession of the person responsible for administering them. Note: Exception for a limited amount of medicine for life-threatening conditions carried by camper or staff person (e.g., bee sting medication, inhaler or limited medications approved for storage in first aid kits).
- **Health Information:** Group leaders to obtain the following information
  - Names and addresses of all participants.
  - Emergency contact names and phone numbers.
  - A listing of person with known allergies or health conditions requiring treatment, restriction, or other accommodations while on site.
  - Minors without parents on site signed permission to seek emergency treatment or a signed religious waiver.



- **Boating/Fishing (if applicable)** - NO boating or canoeing is allowed by outside groups. Canoes/John Boats are strictly off limits. To fish your group must register through the Council office. Fishing is only allowed from the banks or docks. When at the waterfront areas of the camp a Lifeguard holding current certification from a nationally recognized provider must accompany participants. When fishing from docks, life jackets must be worn. All fish caught must be immediately released after capture unless they are severely injured. GSHG does not furnish fishing supplies, but life jackets may be available. A fishing license is not required to fish in most camp facilities; exceptions are Camp Low where a Georgia Fishing License is required by anyone over the age of 16.
- **Swimming (if applicable)** – NO swimming is allowed in creeks or near any of the council’s dams. Swimming in the pool is by reservation only and must be supervised by a currently certified lifeguard. The current lifesaving certificate must be on file before the pool will be made available for use. When using the pool, the following supervision ratios are required:

<u># of Swimmers</u>	<u># of Lifeguards</u>	<u># of Watchers</u>
1-10	1+	1*
11-25	1+	2*
26-35	2+*	3*
36-50	2+*	4*

+Primary lifeguard must be an adult, 18 years or older

\*May be a person who is under the age of 18, but at least 16 years old

- **Footwear** – For the safety of everyone, sandals, open-toed or high-heeled shoes may not be worn in camp. Sturdy walking shoes with socks are strongly recommended.
- **Supervision** – Children and youth must always be under adult supervision (adult – 18+). The following supervision ratios must be observed:

<u>Age of Youth</u>	<u>Adult/Youth Ratio</u>
6 - 8 years	1 to 6
9 - 11 years	1 to 8
12 - 17 years	1 to 10

A minimum of 2 adults must accompany all youth groups.

Generally, there are four (4) to five (5) beds per tent or cabin except for the built-in bunks, which will support eight (8) persons per cabin.

NO beds may be moved without permission would result is non-compliance with camp safety codes.



- **Emergencies** – Follow the directions on the emergency procedure sheet given at check in.

*Council emergency after-hours number: 1-866-236-7944*

*Always secure the scene and render first aid or call 911 for emergency service first.*

*In case of an emergency after regular business hours and on weekends, please call 1-866-236-7944. When asked, tell the operator the nature of your emergency. They will contact a council staff person and you will receive a prompt call back. Be prepared to give the following information:*

- *Your Name and Contact Phone Number*
- *Your Troop Number and Service Unit Name or Group Name*
- *Nature of the Emergency*
- *Names of those Involved*

Report fires, serious accidents/injuries, intruders, and missing persons to the property manager/ranger or other council staff immediately.

Send one adult or two (2) girls to find the property manager/ranger on on-site staff person (an adult should always stay with the patient).

Gather all the girls together. Take a head count to ensure you have all members of your party present (especially in bad weather).

In the event someone must be taken to the hospital, one adult must remain with the group to ensure their safety, while another adult accompanies the patient to the hospital. Girls should never be left unattended.

If a person who is not part of your party is found on the premises or in your program area, re-direct them to their program area. If you are the only user group on the property, contact the property manager or other GSHG staff for assistance.

Accident/incident reports must be completed on an “Accident/Incident Report Form” and turned into the office. Forms are included in this confirmation packet.

## OTHER IMPORTANT INFORMATION

- **GIRL SCOUTS:** Men may accompany troops on overnight trips providing they are there to help with troop activities. This needs to be indicated when you make your reservation and give your final numbers. Final arrangements for sleeping and bathroom facilities will be coordinated with the site ranger upon arrival. Men must sleep in a separate building from the girls. All men, as well as any volunteer spending the night needs to complete a volunteer application and have a favorable background check. These rules are in place to ensure that all girls feel comfortable.
- To serve as many girls as possible, there may be multiple groups at a camp at the same time, some areas are designated as Common Areas and may need to be shared or combined at times to allow for everyone to participate. If this is required by your group, we will contact you ahead of time to make you aware of the details. Otherwise, you are only authorized to use the areas/facilities that your troop or group has rented. PLEASE DO NOT ENCROACH ON OTHER GROUPS AREAS.
- To preserve the sites, paths must not be raked or swept, and the flowers must not be picked. The ground cover (pinecones and needles, deer moss, twigs, branches, etc.) may only be removed from areas designated by the site ranger. Please practice “Leave No Trace” principles when visiting any of our properties.
- Quiet time must be observed between the hours of 11 p.m. and 7 a.m.
- The site ranger is employed by the Council to protect campers and others using the site and to take care of the property. The ranger is there to help troops and others enjoy the site and have a good experience. They are charged with the responsibility of enforcing regulations governing the site and have the authority to ask those in violation to leave the premises. Troops using the site need to know and follow the regulations and to check with the site ranger if there are questions. In case of emergency each group will be given the phone number for the property manager/ranger
- All GSUSA and GSHG policies/procedures must be followed. Occasionally other troop/groups from outside GSHG whose mission is in keeping with that of Girl Scouts are permitted to use the facilities. We trust that anyone using the facilities will adopt the Girl Scout principle of “leaving” a place cleaner than they found it”. Please refer to your check in/out sheet, and emergency information sheet included with your confirmation for specific information.
- Girl Scouts of Historic Georgia members may reserve some outdoor equipment and canoes through the Council. Equipment must be reserved and paid for in advance and appropriate certifications must be obtained and submitted.

Troops/Groups who are registered members of GSHG are covered under the Council insurance. Troops/Groups from outside GSHG must provide the Council with a Certificate of Liability Insurance naming Girls Scouts of Historic Georgia, Inc. as an additional insured with respect to their use of the property.

- GSHG reserves the right to control all private functions that occur on its property. The client shall be responsible for any damages caused by client, their guest, or clients’ agents. GSHG cannot assume responsibility for damages or loss of any personal articles left during or following a function. Guests are encouraged to leave valuables at home, as we cannot offer a safe or other protection for the same.

## SAFETY AND MANDATORY GUIDELINES

- Docks and waterfront should always be secured, and children should not be near these secured areas without adult supervision. When docks and waterfront are open for activities no one should be near or on them without the appropriate water safety staff.
- Whenever you attend a day or overnight activity, each troop/group will need to bring their own First Aid Kit and have a Certified First Aider present.
- If attending group for activities such as swimming, boating, fire building or adventure courses provides a program supervisor, proof of appropriate certification is required.
- At all times, whenever you are walking on any GSHG property, you *MUST* be wearing closed toed and closed heel shoes.
- Whenever you are participating in waterfront activities you *MUST* wear closed toed and closed heel water shoes or old sneakers. Flip Flops, Crocs and Croc like footwear or bare feet are not permitted.

## **BUILDINGS AND GROUNDS**

Girl Scout tradition dictates that a group should always leave a site cleaner and in better condition than they found it. We hope your group will help us continue this tradition and will take good care of our buildings, outdoor activity spaces, and natural areas.

- **Grounds** – No changes are to be made to the site without prior approval. Please do not disturb plants or wildlife, pick flowers, remove rocks, cut trees, or in any other way compromise the natural or built landscape. Clotheslines must be away from walking areas and must be removed upon departure. **PLEASE DO NOT TIE ANYTHING TO THE TENTS.**
- **Furniture** – Folding tables and stackable chairs may be arranged for your group's needs (indoors only). **NO BEDS OR OTHER FURNISHINGS MAY BE MOVED WITHOUT PRIOR APPROVAL.** Some picnic tables are designated as portable and may be moved but must be returned to their storage place at the end of your use.
- **Chewing Gum** – In order to protect our wildlife and camp furnishings, chewing gum is not permitted.
- **Food and Beverages** – Not permitted in cabins or sleeping rooms. Remember, you are visiting the habitat of our wild critters.
- **Litter** – Facilities and grounds are to be kept free of litter. Trashcans are provided for your use in all living and program areas.
- **Graffiti** – there is to be no writing or drawing on any part of trees, signs, buildings, or furniture.
- **Posters, Signs, Visual Aids** – Affixing anything to the walls, floors, or ceilings with nails, staples, tape, or any permanent substance is Not permitted.
- **Maintenance Problems** – Please do not try to make any repairs; report problems to staff immediately. Relevant camp ranger contact information will be provided.
- **Check In/Check Out** – One person as designated by the sponsoring organization shall check in and check out with a Girl Scout representative. **BOTH REPRESENTATIVES (Camp Ranger and Guests) SHALL CONDUCT A MANDATORY CHECK OUT AT A PREARRANGED TIME CONVENIENT TO BOTH.** The checkout form **MUST** be returned to the GSHG regional office.
- **Participants** – Only participants registered for activities sponsored by the organization shall attend any functions incorporated into the event.

## HEALTH AND SANITATION

- **First Aid** – All groups with persons under the age of 18 are required to have at least one person trained and currently certified in first aid and CPR with them at all times, it is suggested that groups that are not Girl Scouts have a certified CPT First Aid person with them. Groups are responsible for providing their own first aid kits and supplies.
- All medications prescribed and over the counter (OTC), must be stored in a locked box.
- **Refrigerator space is provided for medication requiring cold storage. Medication MUST be stored in a locked box and kept separate from any foods being stored.**
- **Health Hazards** – Please be aware that there are natural hazards in wooded areas, such as poison ivy, snakes, and ticks. Stay on established roads and trails, wear insect repellent, and check clothing and body after a hike. If a tick should bite someone in your group, remove it carefully with tweezers. Be sure the person is made aware of the danger of Lyme Disease and watches out for the development of any symptoms such as rash, fever, or pain and stiffness in the joints.
- **Cooking** – When groups are doing their own cooking, the following guidelines should be observed:
  - Any group using a commercial kitchen at camp (Camps Low, Tanglewood, and Martha Johnston) **MUST** have an on-site person that is SERV Safe Certified.
  - All utensils and cooking equipment should be thoroughly cleaned and sanitized before being used.
  - All food preparation surfaces should be thoroughly cleaned and sanitized prior to being used, periodically during use, and immediately after use.
  - Extreme caution should be taken to be sure that prepared food is kept at proper holding temperatures (at or below 40°F for cold foods, or at or above 140°F for hot foods).
  - All dishes and utensils should be washed, rinsed, and sanitized, then allowed to air dry.
  - In some user areas a refrigerator/freezer is available for your use. Before placing anything into these units the temperatures must be observed and notated on the Refrigerator/Freezer Temperature Log found on the unit. Freezers should be kept at 0°F and refrigerators less than 36°F. This chart will need to be completed daily for outings lasting more than one day.
- **Caterers** – Outside caterers should bring ALL equipment and supplies that will be needed for preparation of their meals. Kitchens should be left in a clean and orderly fashion. Outside caterers should provide all appropriate licenses and credentials and must be SERV safe Certified.
- **Trash and Garbage** – Containers in both indoor and outdoor areas are lined with leak proof bags for your use. Cans with lids should be kept closed. At check out, we ask that you carry all trash and garbage from the site and place it in the designated site dumpster or if no dumpster is available (Camp Robert Lewis) please take it with you.
- **General Clean-Up** – Please pick up all litter and dispose of leftover food. Sweep floors, porches, and decks in the rented facility and wipe down counter tops and sinks in kitchen and bathroom areas. Check all rooms for personal items anyone may have left behind. The site should be left cleaner than it was found. Trash bags, toilet brushes, brooms and toilet paper are provided. Hand soap and paper towels are also provided at the sinks in the bathrooms. Troops **MUST bring** with them cleaning supplies including bleach, scouring powder, disinfectant, dish soap, wiping towels, paper products and gloves. Clean-up and check-out procedures will be given at check-in and are to be completed before check-out.



## Payments and Cancellations

### Payments

- For day/night rental a deposit equivalent to 50% of the rental fee for the facilities reserved is required to confirm the reservation. Full payment of balance due is required 30 days prior to the reservation date.

### Cancellations

If your reservation needs to be cancelled, please follow the guidelines listed below:

- If the cancellation request is received via email at [reservations@gshg.org](mailto:reservations@gshg.org) at least four (4) weeks before the reservation date, a \$20 cancellation fee will be charged, and the balance of the facility fees paid will be refunded.
- If the cancellation request is received via email at [reservations@gshg.org](mailto:reservations@gshg.org) two (2) weeks up to four (4) weeks prior to the reservation date, a \$50 cancellation fee will be charged, and the balance of the facility fee will be refunded.
- The facility fee may be transferred to another date if the council is notified four (4) weeks before the scheduled reservation date.

**NO refunds will be given to any group who cancel fourteen (14) days or less before the reservation date.**