

# SHORT-TERM CAMP USE APPLICATION

Central New Jersey Council, BSA • 2245 US Highway 130, Suite 106 • Dayton, NJ 08810-2420  
Council Office (732) 823-1395 • KMSR (973) 948-4757 • YCSR (908) 295-0385

- No phone reservations accepted. Fax reservations are permitted with credit card or authorized UDA payment.
- This application must be submitted to the council at least 8 days prior to arrival at camp. **Reservations are only official when this completed application is signed by an authorized council representative and all fees are paid.**
- BSA groups must have an approved Local Tour Permit.
- All groups must check-in and -out with the Campmaster or Ranger. **Campsite check-in times are between 7 PM – 11 PM on Friday or after 8 AM on Saturday.** Campsite check-out time is no later than 1 PM on Sunday.
- A roster of youth and adults (including emergency contacts) must be turned in to the Campmaster or Ranger upon arrival.

## PRINT NEATLY

Date Filed \_\_\_\_\_ Arrival Date \_\_\_\_\_ Time \_\_\_\_\_ Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Pack / Troop / Crew # \_\_\_\_\_ Council \_\_\_\_\_ # of Youth \_\_\_\_\_ # of Adults \_\_\_\_\_

Contact \_\_\_\_\_

Type of Activity:

Org. Name \_\_\_\_\_

\_\_\_ Non-BSA Group (*attach list of scheduled activities*)

Address \_\_\_\_\_

\_\_\_ Overnight

City \_\_\_\_\_ State/Zip \_\_\_\_\_

\_\_\_ Day only

E-mail \_\_\_\_\_

\_\_\_ Training

Tel (\_\_\_\_\_) \_\_\_\_\_

\_\_\_ District / Council Event

Cell (\_\_\_\_\_) \_\_\_\_\_

\_\_\_ Hiking Appalachian Trail

Alt Contact \_\_\_\_\_

\_\_\_ Fishing

Cell (\_\_\_\_\_) \_\_\_\_\_

\_\_\_ Parking

All groups must follow BSA standards of leadership and youth protection and all CNJC regulations.

### KMSR FACILITY, CAPACITY & WEEKEND FEES

- \_\_\_ Winkler Lodge with Kitchen [22] \$150
- \_\_\_ Johnson Lodge with Kitchen [22] \$150
- \_\_\_ Bauman Lodge [22] \$125
- \_\_\_ Ford Lodge [25] \$125
- \_\_\_ Welch Lodge [18] \$100
- \_\_\_ Rocky MT Lean-to Site [24] \$75
- \_\_\_ Adirondack Lean-to Site [30] \$90
- \_\_\_ Tent Site \$50 Site Preference \_\_\_\_\_
- \_\_\_ Archery Range (with equipment) \$100 (*Boy Scouts only*)
- \_\_\_ Canoes (with trailer) \$30 per canoe (*Safety Afloat*)
- \_\_\_ Rifle Range (includes use of our rifles) \$150

### YCSR FACILITY, CAPACITY & WEEKEND FEES

- \_\_\_ Lean-to Site [20-25] \$70
- \_\_\_ Tent Site \$50 Site Preference \_\_\_\_\_
- \_\_\_ Picnic Pavilion \$40 (day use – no camping)
- \_\_\_ 1/2 Dining Hall [30 campers] \$200
- \_\_\_ Entire Dining Hall [60 campers] \$400
- \_\_\_ Kitchen (for dining May thru October) \$300 (*no camping*)
- \_\_\_ Canoes (with trailer) \$30 per canoe (*Safety Afloat*)
- \_\_\_ Rifle Range (includes use of our rifles) \$150

TOTAL FEES DUE = \$ \_\_\_\_\_

Street Address, Zip Code  
and CVC# MUST be  
filled in on credit card  
payments.

A \$100 site deposit and /or a \$100 equipment deposit (cash, check, or credit card) is required at check-in. Fees for damage to CNJC property, clean-up, and replacement costs for damaged or missing equipment will be deducted from these deposits at check-out. Any outstanding balance will be invoiced.

Credit Card Payment: \_\_\_ Visa \_\_\_ Mastercard \_\_\_ American Express \_\_\_ UDA (*check only if approved by unit*)

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_ CVC# \_\_\_\_\_

Name on Card \_\_\_\_\_ Authorization Signature \_\_\_\_\_

***I have read the rules and regulations listed on the back of this page and fully accept all requirements and will assume responsibility for our group abiding by those requirements.***

SIGNATURE OF LEADER IN CHARGE \_\_\_\_\_ DATE \_\_\_\_\_

CNJC COUNCIL REPRESENTATIVE'S APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

# CNJC CAMP RULES AND REGULATIONS

Reservations – Council, then district activities have priority. Reservations are accepted on first-come, first-serve basis. All reservations must be in writing and include payment. Reservations for the upcoming program year (August 1 to July 31) are as follows:

- Council has until May 31<sup>st</sup> each year
- Districts have from June 1<sup>st</sup> through June 30<sup>th</sup> each year
- Use of either camp from June 1<sup>st</sup> through August 31<sup>st</sup> can only be made with the approval of the Program Director.
- General public on July 1<sup>st</sup> each year

Refunds – All fees are non-refundable, but are transferable to *another available date within the same calendar year* as follows:

- 50% of fee is transferable if written request is received at Council office 15 days prior to expected arrival date.\*
- 100% of fee is transferable if written request received at Council office 30 days prior to expected arrival date. \*
  - \*Payment for any difference must be received at Council office before confirmation of new reservation can be made.
- 100% of fee is transferable if cancelled due to weather or other reason by CNJC authorized personnel.

Leadership – At least two adults must accompany all youth groups and be in attendance at all times during their stay. One adult must be at least 21 years of age, the second must be at least 18. For BSA groups, at least one adult must be registered with the BSA and the other may be a parent. Venture Crews must have two leaders at least 21 years of age. One leader must be registered. If the crew is co-ed, the leadership must be co-ed. BSA leaders agree to follow the Guide to Safe Scouting.

Rosters – Each group must present a roster of participants to the Campmaster or Ranger upon entering the camp. (BSA groups must also provide a valid BSA Tour Permit.)

Liability Insurance – Non BSA groups must provide a certificate of liability insurance with policy limits of at least one million dollars, naming the Central New Jersey Council and the Boy Scouts of America as a co-insured. Non BSA groups must also sign a hold harmless agreement.

Lake Use – There are no private boats permitted on the lake (KMSR & YCSR). There is no fishing on the small lake on the north side of Struble Road (KMSR). Shore fishing is permitted around the rest of the lake (KMSR & YCSR). All fishing regulations of the State of New Jersey, including licensing, must be followed.

Restricted Activities – No smoking inside any tent or building or within view of Scouts. No alcoholic beverages of any type, no hunting, no illegal drugs of any kind, no fireworks, no personal firearms, no paintball guns, no slingshots, no weapons are permitted. No pets, no gambling, no personal bicycles, no skateboards, no roller blades, no throwing debris into the lake, no swimming, no RV's or campers, no private heaters (kerosene, electric, propane, etc.) are permitted. Violators are subject to removal from camp, and/or prosecution by local authorities.

- Only battery-operated lanterns are permitted in tents. Absolutely no propane lights, candles, etc. are permitted inside any tent.
- Groups are allowed one vehicle, at a time, to enter their campsite or building upon check-in and check-out. One vehicle or trailer is permitted to remain at your site for food storage. All other vehicles are prohibited from overnight parking at the campsites or cabins. Parking facilities are provided.
- All propane lights are to be in a fixed location. Propane lights are not to be carried within the area of the campsite at any time.
- Only folding knives are permitted for personal use at camp.
- Radio, CD, and tape recorder usage is strongly discouraged. However, if used, they are restricted to the group's campsite only, and must be played at low volume. They are not permitted to be used after 10:00 PM.

First Aid – A first aid kit must be displayed and easily available near the entrance to the campsite or building. First aid kits and personnel are not provided by the Central New Jersey Council. Each group will assume responsibility for any injury involving group members. All injuries must be reported to the Campmaster or Ranger.

Fires – Groups will cook on open wood, charcoal, white gas, or propane fires only. Please make sure that your group replenishes the courtesy woodpile in your area. After the evening meal there is to be only one fire per group site. No fire is to be left unattended at any time. All fires must be completely out before the last adult leader retires for the night. Each group must provide a shovel/rake for their outdoor fire area. Also, a fire bucket with water must be in the area of every fire.

Trash Disposal – Both camps follows a "pack-in / pack-out" policy. Please plan to take all of your refuse with you when you leave camp at the end of your stay.

Water – Each group must provide a water container. Water is available in camp, but not at each site.

Damages/Clean-up – Each group assumes responsibility for any and all damages to their group equipment as well as to any camp equipment or facilities. Fees will be deducted from the group's deposit and any balance will be invoiced.

Departure – Prior to departing, all groups are required to have their campsite area or cabin cleaned and inspected by the Campmaster or Ranger. Leave your area cleaner than when you found it.