

# **Camp Togowoods**

# **Rental Agreement**



Main Office  
3911 Turnagain Blvd. E.  
Anchorage, AK 99517  
907-248-2250

Camp Togowoods  
12775 W. Togowoods Dr.  
Wasilla, AK 99654

**Girl Scouts of Alaska  
Camp Togowoods**

**RENTAL CONTRACT**

Name of User Group: \_\_\_\_\_

Event: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

**Dates:**

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Structures to be used** (please circle):

Beaver Lodge

Hohokan Cabin

Kuvluk Cabin

**Type of Group** (please circle):

Girl Scout Related: Troop Service Unit Other: \_\_\_\_\_

Non-Profit Organization

Other Group Type: \_\_\_\_\_

Anticipated Attendance: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**Emergency Contact:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

First Aid Certified Person: \_\_\_\_\_

## **Girl Scout-Related User Group Information**

_____	_____	_____	_____	
Troop #	Service Unit	Leader		
Program Age Level (circle):	Daisy	Brownie	Junior	Cadette
	Senior	Ambassador	Adults Only	
Will non-Girl Scouts attend this event? (circle)	Yes	No		

### **The above named user group agrees to the following terms and conditions:**

1. DEPOSIT:
  - a. Girl Scout Groups: A reservation deposit is required for Girl Scout groups. The deposit is 50% of the total rental cost and is due at the time of booking.
  - b. Non-Girl Scout Groups: A security deposit is required for rentals. The security deposit is \$150 per day/overnight due at the time of booking. This deposit will be refunded within 3 weeks of your departure, less any deductions for amounts owed under paragraph 2 of this Agreement.
2. LOSS OF SECURITY DEPOSIT: Security deposits are required for lodge rentals. Renter agrees to leave the property in the same general clean and undamaged condition it was upon arrival. Renters are responsible for any damage, abuse, excessive cleanup requirements, or loss caused by any member of the renter's party to the property or its contents during occupancy. Any damages may result in the loss of all, or part, of the security deposit and Girl Scouts of Alaska reserves the right to further bill the renter for additional cleaning or repairs beyond the amount of the security deposit. Violations of any of these policies will also allow Girl Scouts of Alaska to retain the entire security deposit.
3. PROPERTY DAMAGE: The user group is responsible to pay for any damage to buildings, equipment, or property owned by the Girl Scouts of Alaska, other than that due to ordinary wear and tear that may be reasonably attributed to the actions of the group. Property damage includes, but is not limited to destruction and disruption of trees, plants, and all natural growth on camp property. Girl Scouts of Alaska reserves the right to bill the renter for any damages or additional cleaning.
4. INSURANCE:
  - a. Girl Scout Groups
    - i. If your trip will include individuals other than registered Girl Scouts (adults and girls) you must purchase extra insurance through Girl Scouts of Alaska. These trips include family weekends and events with tag-a-longs. To purchase extra insurance contact the council office at least one week prior to your trip.

- ii. I need to purchase extra insurance for our trip. Yes:  No:
- b. Non-Girl Scout Groups
  - i. The user group must provide a certificate of insurance evidencing the following coverages and limits prior to use of the camp:
    - 1. Commercial General Liability with off-premises coverage
      - \$1,000,000 per occurrence
      - \$2,000,000 aggregate
    - 2. Workers' Compensation including coverage for volunteers
      - Alaska Statutory
    - 3. Employer's Liability
      - \$500,000
    - 4. Automobile Liability
      - \$1,000,000 combined limit
      - a. including hired and non-owned coverage
      - b. including property damage
  - ii. The certificate of insurance Girl Scouts of Alaska and it's employees and volunteers named as additional insured on a primary and non-contributory basis.
  - iii. The user group agrees to indemnify and defend Girl Scouts of Alaska, it's employees, volunteers, board members, officers, and agents against and hold them free and harmless from any cause and all claims, demands, loss, damage, and expense, including attorney's fees and other legal expenses arising out of the use of a council site by the User Group.

5. CLEANUP (refer to User Group Handbook for more information):

- a. Keep all facilities clean and orderly. You are responsible for taking everything out that you brought with you. All food that was brought with you must be removed. Sweep excessive dirt, wipe tables, wash, rinse, and store all dishes. Do not leave any food in the refrigerator or out on counters. Dispose of trash as directed by the Camp Ranger.

6. ALTERATIONS:

- a. The user group shall not make any alterations to the property. Leave the property and facilities in the condition you found them. Do not hammer nails into the walls, put tape on the walls, or move any furniture or fixtures outside of the facilities or off the attached property.

7. SAFETY:

- a. The user group must abide by our smoke-free, alcohol-free, drug-free, and weapon-free policies.
- b. The user group shall comply with all laws, rules, regulations and requirements of all governmental bodies whether Federal, State, Borough, or Municipal.
- c. The user group must read and abide by site rules, User Group Handbook (sent upon receipt of payment), and Safety Activity Check Points (on Girl Scouts of Alaska website). The User Group Handbook is available on the Girl Scouts of Alaska website. Orientation to the camp's safety procedures and regulations will be provided upon arrival. User group is responsible for the supervision and behavior of the group and their compliance with these policies.

- d. If the user group fails to abide by these policies, the Girl Scouts of Alaska representative may at his/her discretion terminate this agreement and require individuals/group to vacate camp.
  - e. BOAT ACCESS: User group must have an American Camp Association recognized instructor to have access to boats.
  - f. CLIMBING TOWER ACCESS: The climbing tower is only available with a Girl Scouts of Alaska climbing tower facilitator.
  - g. FIRST AID: The User group agrees to provide at least one adult with current first aid and CPR with AED certification to serve as the group's first aider.
  - h. BACKGROUND CHECKS: If your group includes children and/or teens you are responsible for completing, at a minimum, a check of the national sex offender registry for all adults within the last year. We recommend all adults have completed a national background check within the last year.
8. ANIMALS: Pets (other than service animals) are prohibited on camp property.
9. ADULT SUPERVISION:
- a. The User Group must provide a minimum of 2 adult supervisors with at least one adult supervisor (defined as 18 years of age or older) for every 5 members ages 4-5; for every 6 members ages 6-8; for every 8 members ages 9-14; and for every 10 members ages 15-17. Adult supervisors must be present and supervising all activities of the group while on site. Adult supervisors are responsible for the behavior of their group.
10. CHECK-IN AND OUT:
- a. Overnight use: Check in time is at 3:00PM and check out time is at 2:00PM unless other arrangements have been made with Girl Scouts.
  - b. Day Use: Check in and out times will be arranged with Girl Scouts and noted in this contract.
11. LOSS OF PERSONAL ITEMS: Renter acknowledges and understands that each guest is solely responsible for any loss by any person during occupancy including the loss of money, jewelry or any other personal item. We will do our best to return any lost or forgotten items, at guest(s) expense.
12. CANCELLATION POLICY:
- a. The user group understands that a cancellation less than 21 days before the stated arrival date means they forfeit their deposit, less than 7 days before they will forfeit the total fee.
  - b. Cancellation and refund due to weather is at the discretion of Girl Scouts of Alaska.
13. CAMP USAGE: Use only the building you are renting. Other buildings may be used by another group. Camp grounds and trails may be used by the user group.

14. CAPACITY: The following facilities can hold the noted maximum number of people:

- a. Beaver Lodge
  - i. Overnight: 24
  - ii. Day Use: 30
- b. Cabins
  - i. Overnight: 10
  - ii. Day Use: 15

**Camp Rates** (all rates are per day or overnight)

**Daily and Overnight Camp Rate**

Group Type:	Girl Scout Related	Non-Profit	Other
<b>Beaver Lodge</b>	\$ 100.00	\$ 200.00	\$ 500.00
<b>Per Cabin</b>	\$ 50.00	\$ 100.00	\$ 150.00

**Janitorial Services**

Group Type:	All Groups
<b>Beaver Lodge</b>	\$ 200.00
<b>Per Cabin</b>	\$ 100.00

**Boat Access**

Group Type:	Girl Scout Related	Non-Profit	Other
<b>Access to Boats</b>	\$ 50.00	\$ 100.00	\$ 150.00

**Climbing Tower Access**

Group Type:	Girl Scout Related	Non-Profit	Other
Climbing Tower Access	\$10 / Person Minimum: \$200	\$ 15 / Person Minimum: \$250	\$25 / Person Minimum: \$300

**Total Rate Calculation:**

Facility Rental: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Daily/Overnight Rate # of Days/Overnights Total Facility Rental

**Optional Services:**

Janitorial\*: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Daily/Overnight Rate # of Days/Overnights Total Janitorial

Climbing Tower\*\*: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Daily/Overnight Rate # of Days/Overnights Total Climbing Tw

Boat Access\*\*\*: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Daily/Overnight Rate # of Days/Overnights Total Boats

**Total Owed:** \_\_\_\_\_

\* Janitorial service includes trash removal, sweeping and mopping, table cleaning, and kitchen cleaning.

\*\* The climbing tower is only available for use with Girl Scouts of Alaska climbing tower facilitators. Inquire for facilitator availability. Climbing tower is available for use August – October depending on weather.

\*\*\* A boat instructor recognized by the American Camp Association must be provided by the user group for access to boats. If boat access is selected, provide name of the American Camp Association recognized instructor here: \_\_\_\_\_

**Request List:**

- \_\_\_\_\_ Tables/Chairs Setup (call or email GS office with specifics)
- \_\_\_\_\_ Ice Skates (Girl Scout Groups Only)
- \_\_\_\_\_ Snow Shoes (Girl Scout Groups Only)
- \_\_\_\_\_ Other: \_\_\_\_\_

**PAYMENT**

All payments are due 7 days prior to rental.

**Failure to pay all fees when due will result in cancellation of the booking and forfeiture of your deposit.**

Remit fees via cash, check, or credit card (see authorization form on last page) to:  
Girl Scouts of Alaska  
Mail or drop off: 3911 Turnagain Blvd. E., Anchorage, AK 99517  
Fax: 907-243-4819

The signed contract and proof of liability insurance may be dropped off, mailed, faxed, or emailed to Susan ([slukowski@girlscoutsalaska.org](mailto:slukowski@girlscoutsalaska.org)).

Your signature below indicates that you have read and will comply with the terms of this contract.

\_\_\_\_\_

User Group Representative's Signature and Title

Date

-----  
Girl Scouts of Alaska Representative's Signature and Title

-----  
Date

*Booking is not confirmed until this contract, deposit, and proof of insurance are received and accepted by Girl Scouts of Alaska.*



## Participant List

List ALL participants (children AND adults) who will be on site. Attach more paper if necessary. Please update this list prior to arrival.

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.
25.	26.
27.	28.
29.	30.
31.	32.
33.	34.
35.	36.
37.	38.
39.	40.
41.	42.
43.	44.

**CREDIT CARD AUTHORIZATION**

(fax, mail or call-in)

Fax: 907-243-4819

Mail: 3911 Turnagain Blvd. E., Anchorage, AK 99517

Call: 907-248-2250

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Purpose of Payment: Camp Togowoods Rental Date of Rental: \_\_\_\_\_

Name of User Group: \_\_\_\_\_

Circle Type of Card:            Visa                            Master Card                            Discover

Print Name on Card: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Approval Signature: \_\_\_\_\_