Des Plaines Valley Council

Boy Scouts of America

CAMP MACH KIN O SIEW
PROPERTY USAGE APPLICATION/PERMIT

Procedure:

All of the following steps MUST be completed at least two weeks prior to the date you are requesting.

1. Complete Property Usage Application/Permit and submit to Council Service Center
2. Submit a roster of those planning on attending along with the Property Usage Application/Permit.
3. Submit payment of all applicable fees with completed Property Usage Application/Permit.
4. File a tour permit at the Council Service Center.

Pack _____ Troop _____ Crew _____ Team _____ Post _____ Event _____

Person in charge of Group: NAME _____

Address _____ City _____ ST _____ Zip _____

Day Phone _____ Evening Phone _____, Fax _____

E-Mail _____

Facilities at Camp Mach Kin O Siew

Campsite (s): # of sites requested _____ Site Name(s) _____ _____

_____

Trading Post _____ Staff Cabin(s) 1 _____ **2** _____ **3** _____ **4** _____

FEE STRUCTURE

CONSERVATION FEE	$2.00 / person / day $4.00 / person / day (In addition to any/all other fees)	Council Groups Non Council Groups
Grounds:	Campsite Fee	**$25.00 [$35.00** NCG] per weekend* + conservation fees
	Camporee/Activity	$100.00 [$125.00 NCG] per weekend* + conservation fees
Buildings	Staff Cabins (per cabin)	**$25.00 [$35.00** NCG] per weekend* + conservation fees
	Trading Post	$100 [$150 NCG] per weekend* + conservation fees **or** **$75** [$100 **NCG**] per day + conservation fees

*Weekend is defined as 5:00 pm Friday through 5:00 pm Sunday

As group leader, I agree to fully adhere to the Policies and Rules shown on the reverse of this application.

Signed _____ **Date** _____

Application Received: _____ Roster Received _____ Tour Permit Received _____
_____ Youth _____ Adults Total Fees Paid $ _____

CAMP PROCEDURES, RULES AND REGULATIONS

RESERVATION PROCEDURES:

1. A completed Camp Property Usage Application/Permit must be submitted to the Council Service Center at least **TWO WEEKS** prior to the date you wish to use the camp.
2. A roster listing all persons (youth and adult) who will be attending must be **submitted with the** Camp Property Usage Application/Permit.
3. Payment of all applicable fees will be **made with** the submission of the Camp Property Usage Application/Permit.
4. A Tour Permit for the event must be filed at least two weeks prior to the date you wish to use the camp.

In order for a request to be considered a "Reservation", all of steps 1 through 4 must be completed.

REGULATIONS

1. All Policies, Procedures and/or Rules contained in "Guide to Safe Scouting" will be followed at all times.
2. All vehicles must remain on the main roads and in specified parking areas.
3. Fires may be built ONLY in existing fire pits and all groups must adhere to current National Policies regarding Fire Safety and use of Liquid Fuels.
4. No standing trees or brush, dead or alive, may be cut without prior approval of the Council Program Director.
5. The following are strictly prohibited on Camp Property: Alcoholic'beverages, illegal drugs, fireworks, and pets. Use of tobacco products will be permitted only in your personal vehicle.
6. The use on council property of the following is strictly prohibited: Snowmobiles and/or other motorized recreation vehicles; firearms; and bows and arrows.
7. All trash must be carried home.
8. In case of accident or serious injury, notification will be made to the Des Plaines Valley Council as soon as possible.

REFUND POLICY

GENERAL INFORMATION

1. All requests for refunds must be made in writing to the Des Plaines Valley Council, BSA, 8 11 W. Hillgrove Ave. LaGrange, IL 60525
2. All requests for refunds must clearly state the reason for not attending the event/activity. Refunds will be considered when cancellation is due to medical reasons, death in the family, or changes in work schedules.
3. An administration charge of 10% or $5.00 (Whichever is greater) will be deducted from all refunds.
4. No refunds will be given once an event/activity has begun.

Request for Refunds will be Considered
According to the following Schedule

If notice of cancellation is received at least 60 days prior to the event	100% Refund*
If notice of cancellation is received at least 30 days prior to the event	50% Refund*
If notice of cancellation is received less than 30 days prior to the event	0% Refund

*less administrative charge of 10% or $5.00 whichever is greater

Des Plaines Valley Council
811 W. Hillgrove
IL 60525
708-354-1111
Emergency Number 708-643-5377