



Property Policies & Procedures

General Terms of Use

1. All policies and procedures are integral to the rental of our Properties. Compliance with all policies and procedures is expected at all times. It is the responsibility of the Troop Leader/Responsible Party to read these Policies and Procedures thoroughly before use of any facility.
2. All users must also adhere to all *Safety Activity Checkpoint* guidelines when using any GSGLA facility.
3. All attendees under 18 years of age should be supervised at all times. To ensure the safety of all, please have enough adults on hand to supervise all activities. (See *Safety Activity Checkpoints* for details and information, including information on Tag-alongs).
4. Do not exceed building capacities. All building capacities are clearly stated on the GSGLA website.
5. Smoking is NEVER allowed inside any facility or on any GSGLA property.
6. The use or possession of non-prescription drugs or alcoholic beverages is not permitted.
7. The use or possession of any firearms is not permitted.
8. The use or possession of any type of fireworks or fire-powered projectile is not permitted.
9. Fires are permitted in designated areas only when proper training has been received and prior permission has been given. Use of any fire pit or fireplace without permission is grounds for forfeiture of security deposit. Liquid fire starter/liquid gas stoves may not be used at any time.
10. Fires are never to be left unattended.
11. No pets are allowed, service animals excepted.
12. Please cover all surfaces when doing arts and crafts projects.
13. No alterations may be made to any facility without prior approval, e.g. tacks, nails, staples, etc. Blue masking tape may be used on walls, doors, and cabinets, but must be removed prior to leaving the facility. If any tape, or traces of tape are left on any surface, deposit will be forfeited.
14. Unauthorized removal of any equipment, supplies, furniture, fixtures, etc. may be grounds for suspension of use privileges, forfeiture of deposit, and possible disciplinary action.
15. Users may not move or tamper with fixed equipment at any of our locations. Fixed equipment includes, but is not limited to, ropes courses, spider nets, and canopies. Failure to comply will result in forfeiture of security deposit.
 - a. Portable tables and chairs may be moved from one room to another or from inside to outside if they are cleaned and placed back in the location they were initially found. Failure to comply will result in forfeiture of security deposit.

Property Policies & Procedures

General Terms of Use, continued

16. Certain facilities are equipped with Internet access. Leaders who utilize the Internet as part of their activities must bring their own laptops and monitor Internet activity at all times. No minor may access the Internet without adult supervision.
17. Some facilities have limited parking and carpooling is strongly suggested. Please park cars only in designated parking spots or on the street where legal.
18. Be aware of food storage protocol, especially at any outdoor camping facility. Make sure all food is stored properly.
19. The director and food service supervisor for any user group of *Camp Osito-Rancho*, *Camp Lakota* and *Skyland Ranch* may be required to complete the ServSafe orientation with a member of our staff. This training will take place upon arrival at camp and is mandatory for food preparation and serving.
 - a. ServSafe is the most widely accepted food safety program used by local, state and federal health departments. Additional information can be located on the ServSafe website: <http://www.nraef.org/servsafe>
20. Dispose of trash properly, using designated trash/recycling bins where available.
Do Not Litter.
21. Please review all emergency materials before using any facility. Make sure you and all helping parents can find all exits, fire extinguishers, first aid supplies, phones and emergency phone numbers. Review all emergency procedures with the entire group. It is encouraged that you do a fire drill on your first day of use.
 - a. Camp Rangers will provide everyone with a camp orientation upon arrival at our 4 Camp facilities that addresses specific safety issues to each location. Camp Ranger instructions must be followed at all times.
22. All incidents and accidents must be reported immediately to the council office. An Incident/Accident Report is to be submitted as soon as practical. Follow the instructions provided on the report.
23. Misuse or failure to follow guidelines or procedures in any way may be cause for suspension of use privileges and a forfeit of security deposit.
24. Please use good judgment when using any GSGLA Property. Remember that as the Leader you are the role model for the girls you chaperone and should lead by example at all times.
25. The policies and procedures as outlined are to keep all users safe as well as ensuring the security and upkeep of our facilities. We must **all** do our part to keep our facilities clean and well maintained.