

Dept.: Property

Last modified: 04/19/2018

Procedure
Name: Wilderness Property Guidelines

Renew
every: 2 Years


Supporting Documents (list name of policy and/or form if applicable):

Policy: Volunteer Essentials Handbook

Form: Incident Report, Hold Harmless Agreement, Reservation Information/Inspection

Authored/Modified by: 

Chief signature: 

Board signature: 

Purpose:

To detail the appropriate use of council wilderness properties.

Policy Details:

1. Management

- a. The council will manage its wilderness properties in such a way as to:
 - i. Protect and preserve the natural resources guaranteeing them for use by future generations of girls.
 - ii. Assure the health, safety and welfare of all users.
 - iii. Promote a positive public image.
 - iv. Maintain a positive attitude for staff, girls, volunteers and community with respect to council ownership and operation of the wilderness property.

2. Registration

- a. All reservations and usage of council properties must occur through the reservation management system located on the Girl Scouts – Diamonds website.
- b. All user groups will be met and checked-in and out by a Diamonds staff member or an approved Reserve Ranger.
 - i. User groups will complete a Reservation Information/Inspection form with the Diamonds staff member or an approved Reserve Ranger.
 - ii. User groups cannot occupy facilities or units without first being checked-in by Diamonds staff or an approved Reserve Ranger.
 - iii. User groups cannot depart from property at the end of stay without being checked-out by Diamonds staff or an approved Reserve Ranger.

3. Training

- a. Site users must have appropriate training prior to using a property and follow official Girl Scout safety guidelines and standards when on site.
- 4. Site Usage
 - a. Alcohol and Illegal Drugs
 - i. Misuse of any substance is prohibited on council-owned properties.
 - ii. Possession or use of alcoholic beverages is not allowed during on-site Girl Scout activities.
 - iii. Possession or use of illegal drugs is not allowed under any circumstance at council-owned properties.
 - b. Smoking
 - i. All council-owned properties are smoke-free environments. Smoking is strictly prohibited.
 - c. Pets
 - i. Pets are not allowed on council-owned properties, except for service animals required to accommodate a health or disability-related need.
 - 1. Exceptions must be authorized by management.
 - ii. No live animals, except for service animals, are permitted in the kitchen, dining hall, or health centers at any time.
 - d. Violence
 - i. Violence, threatening behavior, or bullying are not tolerated. Persons exhibiting inappropriate behavior on council-owned properties will be removed from the property voluntarily or by local law enforcement.
 - e. Firearms
 - i. Use of firearms is strictly prohibited at council-owned properties.
 - 1. Exception is granted to council staff for purposes of emergency wildlife control.
 - 2. Exceptions for shooting programs/activities must be authorized by management.
 - f. Hunting
 - i. Hunting activities by site users are strictly prohibited, with exception to those approved by management.
 - g. Fires
 - i. Fires must only be built in established fire circles. Failure to observe appropriate fire use may result in removal from the property. Only dead and downed wood may be used. When available, cut fire wood may be provided by council staff.
 - ii. Site users will adhere to all state, county and local rules related to burn bans. On-site staff will notify user groups when a burn ban is in effect or when it has been lifted.
 - h. Motorized Recreational Vehicles
 - i. Use of Motorized Recreational Vehicles for land, water or air are prohibited at council-owned sites.

1. Exception is given to council staff for carrying out of job responsibilities or program.
 2. Exception may be granted for purposes of accessibility by those with a physical health need.
 3. Appropriate safety equipment will be used at all times.
- i. Accommodations
 - i. If a female adult is sharing accommodations with girls, two adults must be present when using sleeping quarters.
 - ii. Males must have separate sleeping and changing quarters during a girl program.
 - iii. Couples will be required to use separate sleeping quarters when staying overnight during a girl program.
 - iv. Any exceptions to the above listed accommodation rules must be approved by management.
 - j. First Aid and Emergencies
 - i. Each user group must have at least one designated adult to provide first aid treatment as necessary; this adult must possess a current certification in first aid and CPR from a nationally recognized provider.
 - ii. Any health-related incidents on the property requiring more advanced medical care than the first aider can provide shall be reported as soon as possible to the on-site council staff. If council staff is not present, the council emergency contact will be notified at 1-800-489-0457.
 - iii. The council emergency number must also be contacted in the event of the involvement of any law enforcement or safety service (fire department, game and fish, or forestry).
 - k. Activity Areas
 - i. No one shall enter activity areas unless they have made prior arrangements with the council.
 - ii. Prior to usage of any specialized activity area, including use of equipment at such area, the user group must be oriented to the site, procedures, and equipment at the site.
 - iii. If other specialized program activity areas or equipment are part of the facility, the council will either provide appropriately trained staff or will determine minimum qualifications for supervision by user group. Minimum standards are set forth in Volunteer Essentials handbook.
 - l. Housekeeping
 - i. The user groups are responsible for maintaining the good condition and cleanliness of the facilities and units being used. User groups will ensure the following:
 1. Facilities and units remain free from trash.
 2. Condition of facility or unit is maintained in good condition and returned to the same condition as prior to occupation.
 3. Remove at the end of use, all items brought to the facility or site.

- ii. All trash is to be removed from the facilities and units at the end of stay, and disposed of in the provided dumpster on site.
 - 1. A minimum cleaning fee of \$150.00 per facility will be charged to any user group that fails to leave the facility or unit in clean condition. Cleaning fees are due 10 business days after vacating the property.
- m. Parking
 - i. All vehicles traveling on site must observe the designated parking locations.
 - ii. All vehicles will be operated in a safe manner, and at speeds less than 15 mph.
- n. Quiet Time
 - i. In consideration of other users of facilities, quiet time will be from 10:00pm until 7:00am.
- o. Food Service
 - i. User groups who prepare their own food, assume all responsibility for foods prepared and for all activities involved in their preparations. The user group shall hold harmless the Girl Scouts Diamonds council from all liability.
 - ii. The food service area must be kept clean and only clean utensils will be used.
 - iii. Food must be handled and stored properly. Qualified personnel shall monitor refrigerators, freezers, and dishwasher to ensure they meet or exceed acceptable temperatures and notify the council staff if they do not.
 - iv. Food is required to be stored and served at appropriate temperatures.
- p. Keys
 - i. Making copies of council property keys is strictly prohibited.
 - ii. A lost key replacement fee will be charged to the user group.
- q. Hold Harmless Agreements
 - i. All non-Girl Scout groups must agree and sign a provided hold harmless agreement, which indicates the user group takes responsibility for any damage and injury occurring at council property.
 - ii. All non-Girl Scout groups must indemnify Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas in case of accidents or injuries that occur during or resulting from their activities while on council-owned property.
- r. Certificate of Insurance
 - i. All non-Girl Scout user groups must provide the council with the following evidence of insurance:
 - 1. Certificate of comprehensive general liability insurance including contractual liability for bodily injury and property damage in an amount not less than \$300,000 combined single limit.
 - 2. The certificate of insurance will also list the Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas as the additionally insured party. User groups will notify the Council of coverage cancellation at least ten (10) business days prior to the effective cancellation date.
- s. Refusal to Rent

- i. The council reserves the right to refuse to rent the property to any group at its sole discretion.
- t. Shared usage
 - i. Non-Girl Scout groups may not sublease or share the property with other groups without the express written permission by the council.
 - ii. Non-Girl Scout groups may not use the property while a Girl Scout group is on site without permission from management.
 - 1. If permission is given for use, members of the non-girl scout group must undergo background checks, at their expense, prior to the usage date and on file with the council.
 - iii. Each group using council property will be considered a separate user.
- u. Policy and Safety Standards
 - i. . User groups will follow all policies and safety standards. Failure to do so will result in cancellation of the reservation or being requested to leave the property. Usage fees are nonrefundable.