



CAMP SITE RESERVATION

Western Oklahoma, Inc. • 121 N.E. 50th Street • Oklahoma City, OK 73105
 (405) 528-3535 • 1-800-698-0022 • FAX: (405) 528-4475

CONTACT INFORMATION

Service Unit #: _____ Service Unit Manager: _____

Troop Number: _____ Troop Leader: _____

Leader in Charge Name: _____

Leader in Charge Address: _____ City _____ Zip _____

Phone (____) _____ Cell (____) _____ Email: _____

Troop Camp Trained Adult: _____ Year Trained: _____

Level 1 First Aider: _____ Attach Copy of Certification

Refer to Safety Wise page 38 for Level 1 and Level 2 First Aid criteria

I have read and understand the safety and security guidelines, activity checkpoints, program standards and camping standards contained in *SafetyWise* and the properties procedures of Girl Scouts- Western OK, Inc. I agree that these guidelines will be maintained.

Signature _____ Date _____

RESERVATION INFORMATION

Arrival Date (M/D/YR) _____ Arrival Time _____ AM PM

Departure Date (M/D/YR) _____ Departure Time _____ AM PM

Number of Adults: Females _____ Males _____ Number of Children: Girls: _____ Boys _____

Total Number Attending _____

CAMP RED ROCK

Name of building		# Available	# Needed	Fees	Multiply	# of Nights	Total
Braniff Hall (Kitchen)	*H/AC	1		\$42 per night			
Caddo Lodge 22 Beds	*H	1		\$42 per night			
Caddo Cabins 4 Beds		9		\$9 per cabin, per night			
Central Showers		1		\$ 30 per day			
Cherokee Lodge 32 Beds	*H	1		\$42 per night			
Cheyenne (Infirmary) 4 Beds		1		\$42 per night			
Kiowa Lodge 18 Beds	*H	1		\$42 per night			
Wichita Lodge 18 Beds	*H	1		\$42 per night			
Wichita Cabins 4 Beds		9		\$9 per cabin, per night			
Entire Camp				\$275 per night			

*H= Heat in building, AC= Air conditioning

CAMP E KO WAH

Name of building	# Available	# Needed	Fees	Multiply	# of Nights	Total
Oak Heights (tree house) 10 Beds	7		\$14 per tree house, per night			
Crooked Oak (cabins) 10 Beds	6		\$9 per cabin, per night			
Sleepy Hollow (cabins) 10 Beds	6		\$9 per cabin, per night			
Longhouse Arts and Crafts *AC	1		\$25 per night			
Chukushi 4 Beds	1		\$18 per night			
Okhata Lodge (Kitchen) 3 Beds *H	1		\$42 per night			
Health Station 3 Beds *H/AC	1		\$18 per night			
Entire Camp			\$275 per night			

Name of building	# Available	# Needed	Fees	Multiply	# of Nights	Total
Timbernook (20 Beds) *H	1		\$42 per night			
Wildwood (20 Beds) *H	1		\$42 per night			
Blueneck (primitive site)	1		\$5 per night			
Entire Camp			\$100 per night			

CAMP KATE PORTWOOD

Name of building	# Available	# Needed	Fees	Multiply	# of Nights	Total
Cedar Heights (Tree houses) 10 beds	4		\$14 per tree house, per night			
Foot of the Hills (Cabins) 10 beds	6		\$9 per cabin, per night			
Shady Grove (Platform tents) 5 beds	10		\$6 per tent, per night			
Corral – Arts and Crafts *H	1		\$25 per night			
Bunk House- 2 rooms, 4 Beds	4		\$18 per night			
Circle K Ranch House- Kitchen *H/AC	1		\$42 per night			
Doc's place- 6 Beds *H/AC	1		\$18 per night			

Entire Camp			\$275 per night			
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*H= Heat in building, AC= Air conditioning

ACTIVITIES/ HOUSEKEEPING

\$50 Cleaning Deposit per building	Returned if satisfactorily cleaned	\$50
\$100 Cleaning Deposit for Entire Camp Reservation	Returned if satisfactorily cleaned	\$100
Archery Range (Camp E-Ko-Wah and Kate Portwood)	\$50 Deposit	
Canoes (Camp E-Ko-Wah)	\$5 per canoe	
Funoe (Camp E-Ko-Wah)	\$4 per funoe	
Paddle Boats (Camp E-Ko-Wah)	\$7 per boat	
Horse riding session (Camp E-K0-Wah) *Complete Horse Reservation Form	\$20 per rider	
Challenge Course (Camp E-Ko-Wah- low and mid) (Camp Kate-High) NOTE: *Complete Challenge Course reservation form	3 hour session- \$8 low, \$10 mid, \$20 High per person 6 hour session- \$16 low, \$20 mid, \$30 high per person.	

REFUNDS/CANCELLATIONS

- Cancellations received in writing thirty (30) days before the encampment will receive a refund of fees and security deposit minus a \$10.00 handling charge.
- Refunds will be made with less than thirty (30) days notice only if there is a waiting list and the unit/site can be filled.
- The council reserves the right to close any or all of its properties. In the case of council property closure, full refunds will be granted.
- Generally, if the public and camp roads are open, camp is open. No refunds will be granted. However, safety of the girls must be our first concern. In the event of adverse conditions, consideration will be give to allow groups to reschedule at available sites and dates.

FEES

FEE MUST ACCOMPANY REGISTRATION

(Make checks payable to **Girl Scouts – Western Oklahoma, Inc.**)

Check

Cash

MasterCard

Visa

Discover

Acct# _____ **Expiration date** _____

Amount Authorized: \$ _____

Signature _____

Name as it Appears on the Card _____

FOR OFFICE USE ONLY

Fee enclosed \$ _____ Date _____

Receipt # _____ Initials _____

Cash _____ Check _____ CD _____ Charge _____

Notification sent Date _____ Initials _____

Data entered Date _____ Initials _____



Properties Guide

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GENERAL CAMP INFORMATION

Girl Scouts Western Oklahoma Inc. owns and operates four camp properties. Accommodations range from modern buildings with heat, air conditioning, kitchens, toilets and running water to primitive sites with cabins or tents and latrines. When deciding when and where to camp, take into consideration the comfort level of troop members, both girls and adults.

Reserving a Camp Site:

Applications from troops or groups will be processed after the opening date. To have the best chance of obtaining your first choice of units, submit your application according to the following schedules.

Service Units:

Service Units requiring an entire camp may reserve the camp during open registration periods twice a year. Reservations for large events may be submitted as follows:

- Beginning May 1 for fall dates (September to December) of the following program year.
- Beginning September 1 for spring dates (January to August) for the current program year.

Reservations will be processed ten days after these dates. In the event of multiple requests for the same site and dates, a random drawing will be held. A deposit of one fourth (1/4) of the rental fee will be required. The remainder of the fee is due four weeks prior to the encampment.

- If the whole camp is reserved, the association or service unit will be charged for all units and buildings
- If the whole camp is not reserved, other troops/groups (Girl Scouts only) will be allowed to rent available units.

Troops:

Following the allocation of sites to large service unit events, individual troops/groups may reserve the remaining sites. Camp reservations for troops/groups will be taken as follows:

- Beginning June 1 for fall dates (September to December)
- Beginning October 1 for spring/summer dates (January to August)

Reservations will be processed on a first come, first served basis.

Outside Users:

Sites will be opened to non-GSWESTOK troops and/or outside groups as follows:

- Beginning July 1st for fall dates (September to December)
- Beginning November 1st for spring/summer dates (January to August)

Groups must submit an "Outside Group Reservation" application and include a security deposit of \$200 and a copy of their organization's certificate of insurance.

- Out of council Girl Scouts may rent open units in sites that have do not have GS WEST OK groups scheduled;
- Groups other than Girl Scouts will not be placed at a property where Girl Scouts are scheduled;
- Girl Scouts reserves the right to decline usage to any group or withdraw usage privilege from any group for any reason.

RESERVATION PROCEDURES

- Reservation forms are available online at www.gswestok.org or the service center or any office.
- Complete the applications with up to three choices of dates or units.
- Submit your reservation to the service center via fax or mail. Fax: (405) 528-4475, Mail: 121 NE 50th ST, Oklahoma City, OK 73105
- Staff confirms Troop Camp Training certified, First Aid/ CPR certified individuals is completed.
- Staff will check availability and send a confirmation packet.
- Complete any forms in the confirmation packet and take it with you for your encampment. Turn the forms into the site host or site manager (ranger). Directions to the property will be included in the confirmation packet.

No applications will be accepted less than three (3) business days in advance of scheduled use.

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- The council reserves the right to close any or all of its properties. In the case of council property closure, full refunds will be granted.
- Generally, if the public and camp roads are open, camp is open. No refunds will be granted. However, safety of the girls must be our first concern. In the event of adverse conditions, consideration will be given to allow groups to reschedule at available sites and dates.

Inclement Weather

Given the size of the area represented by Girl Scouts Western Oklahoma Inc., the weather and road conditions may/will vary greatly. If you have a question concerning the conditions at your destination, call the ranger at the appropriate contact number and leave a message. He/she will check messages frequently and return your call. You must also contact the ranger if you have a last minute problem and will be arriving late or cancelling after the council offices are closed.

Emergency Contact Information

For assistance during non-operational hours, please call the emergency line at 1-800-698-0022.

SITE AND EQUIPMENT INFORMATION

Available Equipment:

Available equipment varies by site. Please refer to information for each individual site.

Swimming Pools:

Camp Kate, Camp E-Ko-Wah and Camp Red Rock are equipped with swimming pools. Special considerations will be made to reserve a pool at these properties. Please contact Jim Dawson- jdawson@gswestok.org for additional information. Troops/groups must furnish their own lifeguards and watchers according to Safety wise

guidelines. All groups must follow posted rules at each site. Certification information must be provided upon application for pool use.

Canoes, Funoes and Paddleboats:

Watercraft can be used on the Camp E-Ko-Wah lake. A personal flotation device (PFD) must be worn by all participants. Troops must furnish their own lifeguards and water craft instructors according to Safety Wise guidelines. Use all equipment only as it was intended; do not overload any small craft. Use the appropriately sized PFD and paddle which will be provided on site.

Dining Halls and Commercial Kitchens

At Camp Kate, Camp E-Ko-Wah and Camp Red Rock the dining halls are designed to be used by troops as overnight sites. For a large group or day event , they can be used to serve meals. These dining halls are heated, air conditioned and have running water year round.

When not renting the entire site, additional charge for use of the kitchen will apply.

Cookieland does not have a dining hall, but both lodges have a kitchen in them.

Challenge Course, horseback riding and climbing walls are not available for troop/group camping. Please do not use any of these areas. If you would like to use these resources while your troop/group is at a property please fill out the appropriate reservation form. For further information about these events contact the Outdoor Education department.

Arrival and Departure

The following camps have rangers on the premises:

- Cookieland
- Camp E-Ko-Wah
- Camp Kate Portwood

When arriving at these camps, check in with the ranger. S/he will direct or accompany you to your unit. The leaders and ranger should inspect the unit and make note of any maintenance concerns on the check-in form. Troops will be held responsible for expenses associated with damage to the site resulting from their usage.

If you have any problems during your stay, contact the Ranger. On departure, check out with the ranger and give him/her your campsite report. The ranger will again inspect the unit with the leaders and note any maintenance concerns and the condition of the unit. The ranger will sign the camp site reports. This signature is needed before your deposit can be returned.

Property Use Regulations:

- All troops/groups should respect the privacy of others and be in their unit and quiet by 11:00pm.
- Leaders are responsible for the behavior of their troop/group including other adults and should know where each individual is at all times
- All troops/groups must have one car for use in an emergency. One vehicle per troop may be parked at the unit; backed into the parking space backwards. All other vehicles should be parked in the designated parking lot.
- Mattresses, cots, equipment and furniture should not be moved from other units. Any cots or equipment moved inside a unit must be returned to is original position before the group leaves.

- At some sites firewood is available at wood sheds. This is for outside fires, use only established fire rings. Replace any wood you use from the woodpiles.
- If dumpsters are available, place all garbage in the dumpster and make sure the lids to the dumpster are closed. Please do not leave any leftover food in the unit, take everything with you; don't assume the next group will want anything you didn't use.
- Most camps do not have any provisions for recycling. You are encouraged to take any recyclable materials with you for your own community recycling efforts.
- **Do not use drains in sinks or flush toilets when the water is turned off for the season.** Any damage to fixtures due to freezing water will be charged to your group.
- All fires must be extinguished before leaving.
- Unless previously arranged with properly certified lifeguards, no swimming or wading is allowed.
- Mixed troops/groups (female and male participants) must have lodging that allows for separate sleeping and bathroom facilities.
- No pets are allowed on Girl Scouts Western Oklahoma Inc property. Service animals to the disabled are the only exception.
- **TOBACCO FREE ENVIRONMENT** - The use of any tobacco product is strictly prohibited on the GSWESTOK premises.
- No alcoholic beverages or controlled or illegal substances are allowed on council property.
- If any property is damaged or left dirty, the troop/group responsible for the damage will be billed for the cost of repair or clean-up.
- No outside visitors are allowed, unless as part of a planned event. If planned, arrangements must be made ahead of time and insurance arranged.

ALL GROUPS USING GSWESTOK FACILITIES MUST ABIDE BY GIRL SCOUTS OF THE USA GUIDELINES AND GSWESTOK POLICIES AND REGULATIONS.