

RENTAL & RETREAT HANDBOOK TABLE OF CONTENTS

1. General Information/Preparing for your Retreat
2. Group Coordinator Checklist
3. Timeline for Booking/Events at Camp
4. Group Information Sheet
5. Housing Overview
6. Program/Meeting Spaces Overview
7. Housing/Space Request Sheet
8. Food Service Overview/Information
 - Sample Menu
 - Food Service Special Diets Form
9. Group Responsibilities
10. Camp Stewardship
11. What to Expect First and Last Day
12. Policies and Procedures for Your Event
 - a. Final Arrangements
 - b. Setting Up a Tour prior to arrival
 - c. Standard Services
 - d. Optional Services
 - e. Parking
 - f. Care of Buildings
 - g. Food Service – Provided
 - h. Food Service – Your Own
 - i. Policies, Site Considerations, Risk and Safety
 - j. Supervision of Minors
 - k. Emergency Procedures
 - l. Health Care and First Aid
 - m. Insurance Documents
 - n. Alcohol
13. Refund Policy



PREPARING FOR YOUR RENTAL OR RETREAT

ARRANGING YOUR DATE

To reserve dates for your retreat at one of the Chief Seattle Council Properties, begin by contacting the Camp Director of the property you are interested in. It is best if you have two or three dates in mind that work for your group. You will also need to know how long you would like to stay, an estimate of the number of people that you will be bringing, and if you will need food service or a place to cook your own food. Weekend dates, especially in May, June and September, are extremely popular and first choice is given to returning groups each year. This information will be forwarded to our Camp Registrar in Seattle.

SCHEDULE A TOUR

Camp is often best seen in person to envision the success of your event! Being able to walk around the grounds, see cabins and event spaces, and ask questions of a staff member as you tour the facilities can be well worth the trip. Please contact the Camp Director to schedule a tour. After the tour, should you want to proceed with the booking, the form paperwork will be needed to book dates.

FOLLOW-UP ON THE DETAILS

Once you have reserved your dates, we would like to either meet or schedule a call to delve further into your goals for your retreat and how camp can help achieve them. This will also be a great opportunity to answer any questions. From there, we will work up an estimate and contract to provide for your group. Once agreed and signed we will reserve your dates. Camp Activities can be added to your rental at an additional cost, please work with the Camp Director of the Property to determine availability and other details.



GROUP COORDINATOR CHECKLIST

PRIOR TO CAMP:

Reserve dates for your visit at the end of your previous visit or as soon as you have potential dates in mind for your first trip (up to a year in advance)

Return signed contract with deposit and proof of insurance.

Arrange transportation (please ask the Camp Director if you need recommendations)

Arrange for chaperones for your trip; Chief Seattle Council recommends a ratio of 1 adult to 8-10 students.

Background checks should be performed for all chaperones, check with your school or organization for your specific requirements.

Confirm your activities, meals, and schedules with the Camp Director.

Make copies of the schedule, housing, and maps for your chaperones or attendants.

Collect required documentation per your organization's requirements. We highly recommend having a health history that includes consent to treat.

Arrange for a designated First-Aider to be on-site for your group.

Two-weeks beforehand, we will need the **Special Diets form** and the **Special Needs form** to help ensure we have the correct food for your group as well as if you have special notes on the needs of your participants so we can be prepared to accommodate. This is especially important if food service is being provided by camp.

BRING TO CAMP:

Required forms and documentation for your organization. Extra copies of youth groupings and housing charts as needed.

First Aid Kit for your group.

Recommended: Any games cabin time fillers that could be useful for downtimes in the cabin, any specific outdoor or sports equipment you'd like. Camp has a small number of games or equipment that can be loaned to groups on a case-by-case basis.

Recommended: Durable name tags for campers and all adult chaperones.



RENTALS AND RETREATS RESERVATION PROCESS

Non-Scouting America New Group:

1. Reservation requests filled out by a team member or group leader. This form will automatically be forwarded to camp directors and camping registrar.
2. The Camp Director checks dates in BlackPug against request and, if no conflict exists, places a temporary blackout in BlackPug for the facilities and dates requested. This check should include existing reservations AND blackouts.
3. The Camp Director will send an introductory email to the group and CC camping registrar. This e-mail will confirm the dates/facilities if a blackout has been placed. If the dates or facilities are not available, this e-mail will advise the group and will include suggested alternatives.
 - a. If group comes back and accepts an alternative date, Camp Director will perform tasks in item #2 and then move to items 3 and 4.
 - b. If group is unable to take an alternate date, then Camp Director will send an e-mail thanking them for their interest and inviting them to check out other properties.
4. The Camp Director schedules an introductory phone call or onsite visit/tour:
 - a. Dates
 - b. Needs of group
 - c. Size of group
 - d. Group budget/payment
 - e. Group mission/vision to ensure alignment.
5. Post Visit – The Camp Director sends email to Camping Registrar with group CC'd confirming facility used and needs for booking. Or any other necessarily follow up.
 - b. Director creates estimated cost for the event
 - c. Once group has accepted the details of the reservation (facilities / costs) the camp director may move to #6.
6. Camping Registrar creates the rental booking in BlackPug and removes the temporary blackout and advises Camp Director that this has been done.
7. Confirmation email including payment, contract, orientation, etc. 30 days to submit contract, as well as final payment information.
7. Camping registrar will follow up within a 30-day window – 6Dept2@seattlebsa.org
8. 15 days Prior – The Camping Directors will place a check in call to the group.
9. Group Arrival and Orientation is completed. Final payment is made onsite or prior to arrival. Pre walkthrough with group leader and camp director.
10. Prior to departure – Evaluation is conducted, future booking form filled out (sent to camping registrar) walkthrough of property for cleanliness/damage. – *Bill after the fact for damages. Add/damage line to contract.*
11. **Returning Non-Scouting America Group:**
 1. Future booking form is forwarded to Camping registrar.
 2. Follow Steps 2 -9 of the Non-Scouting America Group.

**Booking for next calendar year will be confirmed Fall of prior year.*

Due to school, insurance, scouting events, pricing will be determined in fall of prior year.



Group Information Sheet

When beginning to plan your event with Chief Seattle Council – the below information is vital to help start the planning process and help both you and camp prepare for your stay. The form can either be submitted on its own – or the information can be relayed to the Camp Director in an email. Ideally all this information will be sent as soon as the event is scheduled, on the calendar, and before the registration is booked and put on the website.

Event Name: _____ Event Date (s): _____

Group Contacts for Event:

Group Coordinator: _____ E-mail: _____

Additional Contacts: _____ E-mail: _____

Event Information:

Number of participants (estimation only – the final numbers will go on the Final Confirmation Form):

Youth: _____ Adult: _____

Arrival Date: _____

Arrival Time: _____

Departure Date: _____

Departure Time: _____

Event Theme if it pertains: _____

Special requests, accommodation, or concerns:



HOUSING OPTIONS AT CHIEF SEATTLE COUNCIL PROPERTIES:

Camp Sheppard:

Cabin Sunrise	Type Heated Cabins	Capacity
Buck Mtn.	w/Mattresses	16
Skookum	Heated Cabins w/Mattresses	16
Suntop	Heated Cabins w/Mattresses	16
Minnehaha	Heated Cabins w/Mattresses	16
Noble Knob	Heated Cabins w/Mattresses	16
Castle Mtn.	Heated Cabins w/Mattresses	16
Big Crow	Heated Cabins w/Mattresses	16
Slide Mtn. (ADA)	Heated Cabins w/Mattresses	16
	Heated Cabins w/Mattresses	16

Camp Parsons:

Campsite	Type Open Air Cabins and Tents	Capacity
Copper City	Open Air Cabins	88
Dungeness	Open Air Cabins	34
Mt. Anderson	Open Air Cabins	48
Mt. Constance	Open Air Cabins and Tents	28
Mt. Olympus	Tents	72
Mt. Townsend	Open Air Cabins	78
Mt. Turner	Open Air Cabins	52
Quilcene	Large Open Air Cabin / Tents	36
Rangers	Tents	60
Skokomish		48

Cabins	Notes	Capacity
Mystery Beach Lodge	8 total Rooms	24
Doctors	3 Total Rooms	6 to 8
Queets	3 Total Rooms	3 to 4
Banting	2 Total Rooms	3
Upper Lena	8 "Rooms"/Cabins	32
Lower Lena	7 "Rooms"/Cabins	28
Dosewallips	3 Total Rooms	3 to 4



Camp Pigott:

Campsite	Mt.	Type	Open Air Cabins and Stents	Capacity
Shuksan	A Mt.	Tents	Open Air Cabins and Tents	22 34 52
Shuksan	B	Open Air Cabin, Stents and Tents		42 80 38
Skagit	Monte	Tents	Tents Tents Open Air Cabins	20 24 48
Cristo	Mt.	and Stents	Open Air Cabin, Stents	52 38
Pilchuck		and Tents	Open Air Cabin, Stents	
Whidbey	A	and Tents	Open Air Cabin, Stents	
Whidbey	B	and Tents	(Stent = 2 person shelter)	
Camano		8 Rooms	6 Rooms (Detached	
Lookout	Piont	Bath)	1 Bunk Bed (Detached Bath) 1	
Mt.	Baker	Bunk Bed (Detached Bath)	5 Bunk	
Glacier Peak		Beds (Detached Bath)		
Cabins				Capacity
Snoho				20
The Rock				24
Yurt 1				2
Yurt 2				2
Big Yurt				10

Camp Edward:

Campsite	Type	Capacity
Silver Peak	16 tent platforms, 2 people ea.	40
Backus	16 tent platforms, 2 people ea.	32
Frederick	4 Open Air Cabins, 8 people ea. 4 tent platforms, 2 people ea. **Permanent Covered Picnic Area**	32
Werner	3 Open Air Cabins, 8 people ea (bunks). 4 tent platforms, 2 people ea.	40
Wildcat	3 Open Air Cabins, 8 people ea. 4 tent platforms, 2 people ea.	32
Kuppler	16 tent platforms, 2 people ea.	32
Blue Ox	16 tent platforms, 2 people ea.	32
Looking Glass		32
<p>* Tent platforms are equipped with canvas tents from approximately mid-April through mid-August ONLY. All other times users must supply</p> <p>* Open air campsite cabins have doors. Windows are openings with screens. Each has a power receptacle. No Heat. No mattress pads.</p> <p>* Campsite cabins have bunks. Tent platforms are "sleep on the ground" or "bring your own cot."</p> <p>* Campsites do not have water service. All are close to central bath houses. Platform-only sites do not have electrical service.</p>		
Cabins	Notes	Capacity
Four Plex Side 1	3 bedrooms, 4 people ea (bunks). 2 full bath, 2 kitchenettes. Propane heat.	12
Four Plex Side 2	3 bedrooms, 4 people ea (bunks). 2 full bath, 2 kitchenettes. Propane heat.	12
Directors Cabin	2 bedrooms, 1 sleeps 2, the other sleeps 3 (bunks). Full bath. Kitchenette, Fireplace. Propane heat.	5
Doctors Cabin	2 bedrooms, 1 sleeps 2, the other sleeps 3 (bunks). Full bath. Kitchenette, Fireplace. Propane heat.	5
Cooks Cabin	2 bedrooms, 1 sleeps 2, the other sleeps 3 (bunks). Full bath. Kitchenette, Fireplace. Propane heat.	5
The Barracks	2 bedrooms, 1 sleeps 2 (bunks), the other sleeps 6 (full size beds). 2 full baths. Kitchenette. Propane Heat.	8
Craft Lodge Apt.	3 bedrooms, 2 people ea (full size beds), full bath, kitchen. Electric heat.	6
<p>*All heated cabins at Camp Edward are fully furnished, including mattress pads.</p>		

* These names to change *



MEETING SPACE OPTIONS AT CHIEF SEATTLE COUNCIL PROPERTIES:

Camp Pigott and Camp Edward:

Meeting Spaces	Notes (EDWARD)	Capacity
Perry Lodge	Climate Controlled, tables/benches. Has multiple spaces - main room, brinkley room, and the loft. Has WIFI	300 270
Campfire Bowl	Outdoors with Seating. No close restrooms. Has electricity and stage lighting. No Wifi Climate Controlled. One	20 20 20
Craft Lodge Eco	restroom. Has tables and benches, has WIFI Enclosed space. Has electricity. No restrooms. Heat is by wood	
Con Shelter	only. No wifi. Covered outdoor area. Has electric. No heat. Restrooms a few steps away. No wifi	
Lookout Tower		

Meeting Space	Notes (PIGOTT)	Capacity
Dining Hall	Climate controlled, tables/benches, has small side room that can be used for breakouts. Has Wifi	450 500
Campfire Bowl	No Wifi, restrooms closeby in lodge. Open Air, benches. Will have power/water. Does not yet have these. Short walk to	30 60
Craft Lodge Tuff	nearby restrooms. No Wifi	150
Lodge		
Longhouse	Climate controlled. Indoors. Main room and 2 classrooms. Tables/benches. Restrooms in building. No Wifi	

Camp Parsons:

Meeting Space	Notes Can be Split into Smaller	Capacity
Dining Hall	Spaces	597
Campfire Bowl	Outdoors with Seating	500
Craft Lodge	Open Air Covered	30
Met Jr.	Outdoors with Stage	300
Scout Craft Shelter	Open Air No Seating	50
Silver Marmot Grill	Indoors Open Air No Seating	50 20
Eco Con Shelter	Open Air No Seating	15
Dining Hall Shelter		

Camp Sheppard:

Meeting Space	Notes	Capacity
Dining Hall	Smaller Space	40
Craft Lodge	Smaller Space	15
Outdoor Tarp Structure	Weather Dependent	75



FOOD SERVICE INFORMATION

Meal Times and Cost: The cost for meals is per person. Snacks, ice cream dessert bar, salad bar or other extras are available for an additional charge. Meals are served at the times listed below but can be altered to fit the needs of your group. Breakfast is at 8:00 am, Lunch is at 12:30 pm, Dinner is at 6:00 pm.

Coffee Bar Service:

Coffee bar service is included on the days we provide meal service.

Kitchen Patrol (KP)/Meal Servers

Please assign a group of helpers (responsible youth or adults) for KP/Servers Duty at each meal to set up and clear the tables after the meal. KP/Servers needs to arrive fifteen to thirty minutes before the meal and stay fifteen to twenty minutes after the meal. Camp staff will direct these workers in how to set up and clear. The number of KP/ Servers depends on the total size of your group.

**Please refrain from sending more than the recommended number of people to cut down on traffic in the dining hall.*



Total Group Size:	Number of KP's/Servers:
• Upto50	6–8
• 50–100	8–12
• 100–150	12–15
• More than 150	15–20

Tables:

Meals are served family-style, so the kitchen prepares food in portions of 8 for each table. When returning your paperwork, please indicate how many tables your group needs on the Food Serve & Special Diets Form. If your group would prefer a meal served buffet-style, please let us know!

Food & Themes:

Occasionally, we can make meals that go with your weekend's theme. We are happy to work out with you a specific meal plan to fit your time here, please inquire if you're wondering what we have planned or would like to make specific requests.

Special Diets:

Vegetarian options are always available – fresh fruit is always available in lieu of desserts with sugar. We will accommodate allergies, medical conditions with diet restrictions, and vegans when simple substitutions are possible. We are not able accommodate for personal choices such as weight loss diets. Your group will have access to the menu in advance, and there is a kitchen adjacent to the dining hall that those individuals who need additional food items can use. Please ask all participants if they have any special dietary needs and complete the special diets list. Please keep in mind that an option is not guaranteed for everyone on the list – refer to the menu, if you're uncertain or contact the Camp Director.



SAMPLE MENU

Breakfast	Cheesy eggs home fries w/ dice onions or hash browns, Ketchup, Coffee Cake, Fresh Cut fruit, Yogurt Cart, Cereal bar w/ bananas, Hot Oatmeal, Condiments, Juice, Milk	French Toast, Butter, Syrup, Sausage, Fresh Cut Fruit, Yogurt Cart, Cereal bar w/ Hot Oatmeal, Bananas, Condiments, Juice, Milk	Belgium Waffles, Whip Cream, Strawberries, Butter, Syrup, Bacon, Fresh Cut Fruit, Yogurt Cart, Cereal Bar w/ Bananas, Hot Oatmeal, Condiments, Juice, Milk
Lunch	Teriyaki Skewered Chicken, Fried Rice, Coleslaw, Egg Rolls w/Soy Sauce, Ginger, Cookies Ice Water, Milk	Pulled Pork Sandwiches, Hamburger Bun, Tator Tots, Ketchup, Coleslaw Veggie Cart w/ranch dip, Cherry Mousse Squares, Ice Water, Milk	Curried Chicken Salad, Gourmet Greens, Warm Pita Bread, Fruit Salad, Cherry Choco Bars, Milk, Ice Water
Dinner	Build your own fajitas Flour Tortillas, Beef or Chicken, Black Beans, Mexi Rice, Saluted Onions and Peppers, Shredded Cheese, Sour Cream, Lettuce, Salsa, Tortilla Chips, Choco Mousse Pie Milk, Ice Water	Baked Chicken, Baked potatoes w/butter Sour Cream, Bacon Bits, Chives, Steamed Broccoli w/Cheese Sauce on side, Deluxe Dinner Salad w/Toppings and Dressings, Dinner rolls w/Butter, Apple Pie, Milk Ice Water	BBQ Skewered Chicken, Rice Pilaf, Steamed Veggies, Deluxe Salad w/Topping and Dressings, Dinner Rolls w/Butter, Berry Cobbler, Milk, Ice water



GROUP RESPONSIBILITIES

First Aid and CPR—Groups are responsible for providing a first aid kit and one or more designated First Aid Providers who will always be on-site and available throughout your stay . A First Aid Provider is a physician, nurse or person who has a current American Red Cross standard first aid and CPR certification or equivalent. Camp staff can familiarize this person with local medical aid and clinic contact procedures prior to the event. Groups are also responsible for providing their own transportation for all emergencies, including trips to medical care facilities. Area 9-1-1 and local fire department service uses ambulances, its own aid car, or airlifting in severe cases. Except in severe circumstances, prior to calling 9-1-1 the group should contact camp staff to assist and coordinate emergency services.

User groups are responsible for providing:

- A first aid kit with appropriate supplies for your participants.
- One or more designated health care providers with current First Aid and CPR certification must be available at camp at all times.
- Transportation for non-life-threatening emergencies - EMS is available for emergency care and transportation.

A Healthcare Provider should be a physician, nurse, or other adult who has a current First Aid and CPR certification. Your participants must know who this person is and how to locate them at camp. This person should familiarize themselves with local medical aid and clinic contact procedures prior to the event. User groups are also responsible for providing their own transportation for all emergencies including trips to the local clinic.

Prevent accidents and the spread of infectious diseases User groups are encouraged to require hand washing before meals, keep restrooms clean during their stay, and generally monitor their overall operation with health and safety in mind. Camp staff can help you establish appropriate procedures to curb health and safety problems.

We strongly encourage you to have the following information with you at camp for each of your participants:

1. Name
2. Address
3. Emergency contact person and their phone numbers
4. Basic health information including allergies and reactions, health conditions requiring care/treatment,
5. activity restrictions or accommodation needed while the person is at camp
6. Name and phone number of individual's physician
7. For minors without a parent on site:
 - a. Birthdate
 - b. Parent names and phone numbers (including where/how to reach them during your camp)
 - c. Permission to seek emergency medical treatment (or signed religious waivers)



Participant Behavior — Groups are fully responsible for their participants' actions. Be sure that your attendees know and understand the rules and their responsibilities while they are at camp. We expect all participants to respect the camp facilities, environment, and other participants. Should a behavioral incident occur, Camp staff reserve the right to ask any participant to leave a class, scheduled activity, or camp property whilst in communication with the User Group Coordinator.

Reviewing the policies and procedures and setting expectations with the members of your group can truly set you up for success!

Providing Counselors/Chaperones — For any youth groups, groups and their participants have primary responsibility for all youth supervision. We recommend the following ratios:

- 1 to 5 for ages 5 and younger
- 1 to 6 for ages 6-8 years old
- 1 to 8 for ages 9-14 years old
- 1 to 10 for ages 15-18 years old

At Camp – we highly recommend to all groups that staff and chaperones should have been advised or have training to minimize the potential for one-on-one camper/chaperone interactions, especially out of the sight of others.

Including:

- Restroom and shower protocols
- The health care setting
- Special needs campers needing personal care assistance.
- Desire/need for staff 1:1 conversation
- Program Design

It is required to always have two adults specifically with a group of campers, especially for activities outside of main camp (archery, challenge course, hikes, etc.) or during showering/changing time. We also highly recommend that adults are present to supervise youth at night in their cabins.



CAMP STEWARDSHIP

To make Camp a clean, safe, and pleasant place to study and live in, everyone needs to do their part. Guests will be expected to clean up after themselves.

Bathrooms

Participants are responsible for keeping the bathrooms they use neat and tidy. There will be many people using the bathrooms and it is important that everyone takes part in keeping this space clean for each other. Additional cleanings can be scheduled for your stay with us for an additional cost.

Cabins

To help make cleaning up on the last day go faster, it may be wise to ask participants to clean and maintain their cabins daily.

Clean Up and Check Out

At the end of your visit, we expect the facilities to be left in the same condition they were found. Your host will go over cleaning expectations and arrange an appropriate check out time for your school. Cleaning responsibilities are listed in the Policies and Procedures section.

To ensure a quick and smooth check-out, we suggest that you:

- Allow adequate time in your schedule for clean-up.
- Organize clean up teams to pick up garbage around cabins and clean up bathrooms during the week.
- Assign clean up responsibilities in advance.
- Provide adult supervision for students helping with cleaning up.
- Conduct a preliminary check of clean-up in all buildings prior to our final inspection and prior to dismissal of participants.

As cabins are cleaned, we ask your guests to remove their gear upon check-out.



WHAT TO EXPECT FIRST & LAST DAYS

WHAT TO EXPECT THE FIRST DAY

Arriving at Camp On the day you arrive, camp staff will meet you at the camp office. All vehicles should park in the main parking lot. Do not drive past the parking lot and into the main part of camp. Carts or wheelbarrows are available to help move your gear. Once everyone has arrived and unloaded their gear into the carts or wheelbarrows, you should walk to the camp office where staff will check you in. Camp staff will provide you with a map as part of the check-in process and will show you where you are staying.

Orientation

This is our opportunity to welcome you to camp. The orientation includes a quick overview of camp facilities, an introduction to our dining hall procedures, and a review of rules and expectations for all guests. This is a great time for any announcements you have. You will schedule when this orientation occurs ahead of time with the camp director, but we ask that it is closest to the arrival of most of your guests. The hosting camp may provide staffing for your event as well as an on-site host that will work to ensure that you and your guests have the best stay possible. The camp host is responsible for providing the best overall experience for the guest group; checking in and out, communicating and enforcing camp policies, assisting with facilities issues, troubleshooting staff or scheduling problems, and being accessible in case of an incident or emergency. The host works with the coordinator to establish a system of communication that best suits the size and needs of the group.

WHAT TO EXPECT FOR DEPARTURE DAY

Clean Up and Check Out

At the end of your visit, we expect the guests to leave their cabins in the same condition they found them. On the morning of departure, we encourage everyone to be packed, and their cabins clean before any final activities occur. The camp host will work with the group and group coordinator to confirm cleaning expectations and schedule a final walk-through.

Walk-Through

At the conclusion of the event, the camp host will conduct a walk-through of all facilities used: check for cleanliness, broken equipment, etc. If there is any damage, the group coordinator will be informed, and further details can be discussed. This is also an opportunity to check for lost and found and the return of any loaned equipment.

**Please note that the group's event coordinator cannot leave the site until all guests and cars have left.*



Policies & Procedures for Your Event

1. FINAL ARRANGEMENTS

At least two weeks prior to event, return the Final Confirmation Form & Special Diets sheet:

- Provide your updated participant numbers.
- Your arrival time - If this changes after you send in the confirmation form, please call to let us know. We want to be ready for you!
- Name of person(s) responsible for the overall event including behavior (one responsible person must always be on-site during the event).
- Provide a list of who your designated/certified First Aid and CPR providers are.
- Special dietary needs, food allergies, vegetarian preferences, etc.

Arrival of the Event Coordinator:

- Upon arrival at camp, the Event Coordinator must check in with the camp staff (your host).
- Walk through the contracted facilities.
- Set a time for assembly of your participants for our welcome, presentation of rules, etc.
- Set a time for the final day walk-through and check-out.

Arrival of Participants

- Please have attendants on hand to help participants with where to park and unloading.

Check Out Can Be Quick and Easy if You:

- Allow adequate time in your schedule for cleaning up unless you've pre-arranged for us to do this step.
- Organize clean-up teams and/or assign clean-up responsibilities in advance.
- Provide adult supervision for children helping with clean-up.
- Conduct a preliminary check of clean-up in all buildings being used prior to our final inspection and prior to dismissal of participants.
- Have participants remove their gear as cabins are cleaned and then refrain from going back into those buildings for anything at all.

2. A TOUR OF THE CAMP FACILITIES

If any of your group need to visit the camp before your event, please call us to set up an appointment with the camp director.



3. STANDARD SERVICES

Telephones: Most Chief Seattle Council Properties have adequate cell-service for most providers. If needed, the camp offices have phones. Please discuss with the camp director options for the use of camp phones.

Emergency Contact with Camp: Please establish one or more cell phone numbers or the camp phone number for participants to give to their families. If no one answers these phone calls at camp, callers will be given instructions on how to contact the camp staff.

Household Supplies: Bathrooms are stocked with cleaning supplies. Extra toilet paper, light bulbs, and trash can liners are available through your host.

Firewood/Campfires: Firewood is cut for you and located in a central location in camp. You can bring kindling or an axe or hatchet. Fires are allowed only in established fire rings or fireplaces and on the beach near the boat dock. See the next page for detailed fire regulations.

Garbage: You are responsible for emptying cabin and bathroom wastebaskets into the large garbage cans or dumpsters in camp. Garbage is collected regularly from central locations by the camp staff.

Sports Equipment, Tools, etc.:

Flag: The camp flag is at the office or in the Dining Hall. Please remember to take the flag down and put it away each night during your stay and before you depart.

PA system: A microphone and PA system are available in the dining hall. Please ask our staff for instructions.

Audio/Visual: We have projectors available with prior notice.

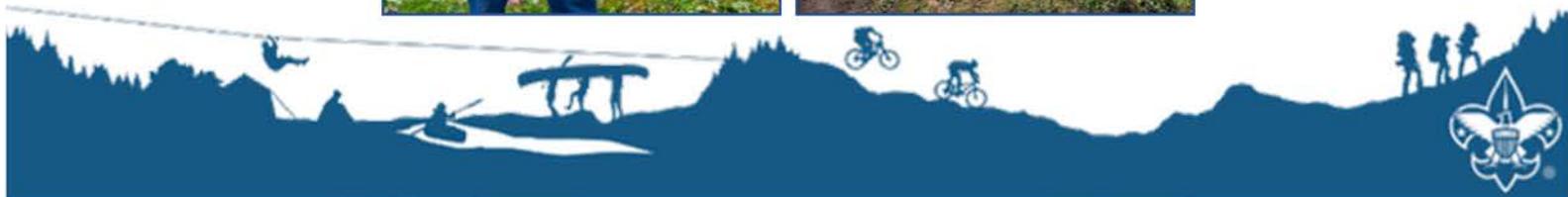
Tools: Shovels, rakes and buckets can be used upon request.

Sports Equipment: We have limited balls and other sports equipment available upon request.

Other Program Equipment: Please contact us with other requests.

Maintenance: Should a problem arise during your stay, just contact any of our staff. We'll do our best to quickly resolve the problem.

Service Projects: If your participants would like to do a service project for camp, we will gratefully work with you. Please talk to us in advance so we can be prepared with tools, materials and appropriate leadership for the project.



Lost and Found Items: Try to return everything to the owners before your event is over. Unclaimed items should be taken with you. Items found after your departure will be held for thirty days at the camp office.

Accessible Buildings: Camp can vary in relation to accessibility, some buildings and bathrooms are accessible, work with camp staff to identify these spaces.

Your Equipment: You may bring sports and other recreational equipment for your own use. Please be clear with your participants and activity leaders that camp staff is not responsible for the maintenance or safe use of that equipment. Your plans to use tools, motorized vehicles such as go-karts, equipment for activities that require protective gear, are heat-producing, or could readily cause injury should be reviewed with us prior to your stay. Equipment we do **NOT** provide includes vehicles, bicycles, power tools, camping stoves, fuel, tents, sleeping bags, linens and craft supplies.

4. OPTIONAL SERVICES

Cleaning: Camp staff will provide, on request and for a reasonable fee, janitorial, kitchen, or other staff or services. These services can be provided throughout and/or after your event for an additional fee.

Program Activities: We can lead archery, waterfront activities (boating, swimming, fishing), the challenge course, team building, leadership training, and other activities for very reasonable fees. Please contact us to discuss this more in depth.

5. PARKING

We have plenty parking spaces, but it can be tight. Please carpool or let us help with parking arrangements! Vehicles, other than those used by camp staff in the course of their duties, are not permitted at any time in the main camp area. It raises safety concerns, damages lawns and buried infrastructure, and detracts from the natural beauty of camp. Restricted parking is necessary to allow for maintenance accessibility, evacuation in case of emergency, and the full use of program areas.

6. CARE OF BUILDINGS

Food is not allowed in cabins as wildlife and rodents can be a serious problem. Store your food in your car or in a closed building in sturdy containers with tight lids.

Candles may be used around campfire rings and in outdoor clearings only, not inside buildings.

Incense, air fresheners and perfumes are never allowed indoors due to the fragrance sensitivities. Groups may bring fragrance-free soaps for everyone to use if preferred.

Beds are set up according to cabin capacity; the number of beds **MAY NOT** be altered without the permission of camp staff.

In heated cabins, keep doors and windows closed to conserve heat when it is on. Keep heat set at low or moderate temperatures. Turn off lights when cabins are not in use. A 30" clearance must be always maintained around heaters.



Waste cans are provided in restrooms for feminine hygiene products, paper towels, etc. Please do not flush those types of products down the toilets. Our septic lines cannot handle it.

Signs, posters, decorations, and displays should be put up in such a way that they do not harm walls, windows, or woodwork when removed. All pushpins, tacks and adhesive materials must be removed before checkout. Use boards where available.

Graffiti, marking on building surfaces, or defacing Camp property will not be tolerated. Damages will be charged to your group.

Your clean-up responsibilities include:

- Wipe off stove and counter tops, clean up spills in ovens, or inside of refrigerators
- Sweep all floors; mop up any messes
- Wipe down tables and benches
- Close all windows and doors
- Turn off all lights
- Turn off heat in all buildings
- Pick up litter around the grounds
- Collect all the items left behind by your group
- Remove soap and other items from showers
- Empty all inside trash cans into large outside cans

Keep your costs down by leaving camp clean. You will be charged for not completing cleaning up.

7. FOOD SERVICE

Kitchen: We make every effort to meet or exceed health requirements. If you need to refrigerate something household size refrigerators are in many program rooms throughout camp. The main kitchen generally closes by 8 or 8:30 pm and is off-limits to your participants. Please pre-arrange with camp staff anything special you might need such as storage of large quantities of food, etc.

K.P.—Kitchen Patrol: Participants are responsible for setting and clearing their own tables. We call this “K.P.” Please have about one adult or youth per table to report to the dining room 15-30 minutes before each meal to set up. A comparable crew should be scheduled to clear tables. Please provide adult supervision for kids assigned to this chore.

Coffee and Tea: The coffee bar is available 24/7 for groups that have arranged it. Generally, the kitchen staff will be responsible for making the coffee, ensuring that supplies are available, and for cleaning the coffee maker. There is a wonderful assortment of teas, coffee, cocoa, and things to add to them!

8. KITCHENETTES AND YOUR OWN FOOD SERVICE

Camp Dining Halls are the only full kitchen with cooking/serving equipment available for rent. Several other spaces have kitchenettes for snacks. You’ll need to bring all your own food, utensils, dish towels, etc. for these spaces. Many of these kitchenettes have a refrigerator, sink, and a stove.



Here are some guidelines to help you run a safe and sanitary operation:

1. Equipment: If you are using the Wrangler kitchen, please have your cooks check our equipment so they can be supplemented with the other things they will want and need.

2. Food and Chemical Storage: Store food off the floor so that rodents and insects cannot get to it. Store all chemicals separate from food (at least “below” it on shelves; preferably in an entirely separate area) and in clearly labeled containers. This includes fuel for camping stoves, BBQ lighter fluid, cleaning chemicals, craft supplies, paint, bug repellent, bee/insect killer, etc.

3. Food Handler’s Permits: Anyone working in the kitchen or with food of any kind must have a valid Food Handler’s Permit.

4. Garbage: Cans with food waste must be lined with leak-proof bags and covered when not in use. The host will assist you with keeping trash hauled away from the large outside cans, as this greatly helps our “Battle with the Local Critters.”

5. Refrigerators: Use the thermometer located inside the refrigerator to monitor the temperature daily and notify the host immediately if the temperature of any refrigerator storing perishables rises above 40 degrees F. Please record the temperatures on the chart located on the front or side of the refrigerator.

6. General Kitchen Cleanliness: Keep counters, shelves, floors, tables, utensils, stoves and any food prep surface clean and sanitary by constantly using a “sanitizer solution” of 1 tsp bleach per gallon of cool water. Keep your dish cloths and “bar rags” immersed in a clean sanitizer solution; use them often to wipe surfaces! No sponges (they retain bacteria); use cloth rags. Sanitize all food preparation surfaces, serving counters and dining tables before and after each use.

7. At the End of Each Day: Clean up crumbs, sweep and mop the floor, take out the trash, and put everything away.

8. Dishwashing: You should use the 3-bin manual system of wash (min. 100 degrees F), rinse (clear hot water), sanitize with diluted bleach water (1 capful bleach per gallon of cool water). Air-dry everything; do not use dishtowels for drying.

9. Mechanical Dishwasher: Wash water for the mechanical dishwasher must be at least 100 degrees F, and rinse water must be at least 180 degrees F, which must be verified by daily written documentation while in use

10. Hand Washing and Hygiene of Your Kitchen Crew: Insist on frequent hand washing and clean clothes for your crew. They should not eat or smoke in the kitchen. Their beverages must be in containers with a lid (such as a water bottle or covered coffee cup with a straw).

11. Handling Food: Use a barrier between your hands (such as vinyl/plastic gloves or tongs/serving spatulas) and food that will not be cooked or reheated before eating.



12. Food “Holding” Temperature: Heat foods rapidly and cool them rapidly, per Health Department standards. Do not “hold” potentially hazardous foods above 40 degrees nor below 140 degrees F except for the short time it takes to serve everyone. Shoot for food sitting out for one hour max.

13. Dish Drying and Storage: Air-dry everything and store things so they are protected from dust and contamination, little children’s hands, etc.

14. Potentially Hazardous Foods: Your head cook should know this, but many foods that you would not suspect are potentially hazardous including fruits and vegetables. Eggs, mayonnaise, meat and poultry, melons, sprouts, dairy, cheese, and salad dressings are the worst culprits. LEARN and USE PROFESSIONAL STANDARDS to ensure that no one gets food poisoning!

15. Kosher Cooking: CSC kitchens do not easily lend themselves to orthodox Kosher cooking, but the stainless-steel surfaces, grills and ovens have been and can be Koshered again. Please inform us well in advance if you desire a Kosher a kitchen.

16. Smoking: Prohibited in all food service and preparation areas

9. POLICIES, SITE CONSIDERATIONS, RISKS and SAFETY

1. Beach/Waterfront: Adults must supervise children when on the beach or near the water. All docks are off-limits. Swimming, wading, and use of waterfront equipment is not allowed except through separate contractual arrangements and according to Scouting America Policy and Chief Seattle Council regulations and policies. Appropriate and qualified activity leaders supplied by camp staff are required for each waterfront activity. A certified lifeguard is required for swimming, boating and activities on the floating docks. Lifejackets (PFDs) must be worn by all during boating activities, and a First Aid/age-appropriate CPR certified person must be present. We will provide you with detailed procedures and safety rules prior to your stay.

2. Camp Activity Areas: Activity areas including the archery ranges, arts & crafts supplies, challenge courses and climbing wall are off limits to retreat group participants unless camp staff are present to facilitate the activity. Staff will be provided if the activity is written in the contract or requested at least one month prior to your event.

3. Campfires: Fires are allowed only when fire danger is sufficiently low to allow outdoor burning AND only in established fire rings or fireplaces. Established outdoor fire areas are in most campsites and the Campfire Bowl. Do not make beach fires except when approved by camp staff; never against large logs, the bulkhead, or docks, or on the beach. Users shall provide a person equipped with a bucket of water, a shovel, and (where available) a connected garden hose (which you can obtain from the camp host) to always tend the fire. Fires must be "dead out" and drowned with water before leaving them for any reason.

4. Slumber Parties: Slumber parties are discouraged in buildings for fire safety reasons people occupying sleeping spaces should not exceed the number of beds provided in the space. Sleeping in camp dining halls is prohibited except in severe weather as determined by camp staff.



5. Bulkhead/Sea Wall: A rocky bulkhead (or sea wall) separates the beach from the main camp area. User groups are required to keep participants from walking or climbing on the bulkhead or jumping off it in order to prevent accidents. Rock steps provide access to the beach in several locations.

6. Trails: Some trail segments are in good condition, others remain steep and slick, especially when wet. Be watchful of old trail construction (boards, metal rebar, etc.) and roots which may be protruding in some areas. Children should be well supervised while hiking on trails. Groups are urged to carry a first aid kit and to hike single file, with an adult at the front and at the back of the group. Participants should walk, not run, while on trails. Trail maps (also topographic maps) may be available at camp.

7. Bluff: Some nearly vertical bluffs are located in areas of camp, along the beach and other areas. Stay away from the base of the bluffs. Trees, rocks, and chunks of earth can unexpectedly fall to lower levels.

8. Trees and Flagpoles: There are many trees located around the camp. For safety reasons, participants will not climb trees and flagpoles.

9. Woodpiles: Woodpiles are found in many locations around camp. By their nature, firewood piles are unstable and dangerous. Please do not climb on them.

10. Vehicles: Transportation of people in vehicles not designed for passengers is prohibited (e.g. in the back of trucks). Vehicles shall be parked in designated lots. Speed limit in main camp is 5 mph. Occupants must wear seatbelts.

11. Septic Vault: The septic vaults are located in various areas in camp. Do not climb on or around these green covers.

12. Flammables and Camping Stoves: Gasoline and other flammable liquids, explosives, and poisonous materials are not allowed at camp except fuel for camping stoves and lanterns. If you need any of these items for your event, please contact us so we can help you with proper storage and other safety issues.

13. Alcohol, Drugs, Firearms, and Weapons: CSC does not allow alcohol (except with prior contracted approval), drugs (this includes marijuana), firearms, or weapons of any kind at camp. Possession or use of guns (loaded or not, operable, or not, "real" or not), and other weapons and objects capable of causing bodily harm are not allowed this allows includes concealed carry. Law enforcement officers who carry a weapon should identify themselves to the camp host. Violation of this policy may result in dismissal of them from camp for both the individual and the entire group.

14. Smoking: Arrangements can be made for smoking in selected outdoor areas that are deemed fire safe and appropriate by the camp staff. Smokers are required to use ash trays and dispose of ashes and butts in garbage cans after they are cold; do not drop butts on the ground or beach. Smoking is prohibited in all buildings, near entrances to buildings and on trails. Smoking is highly discouraged around children and non-smokers.



15. Animals: Users may not bring pets or animals of any kind to camp except guide dogs accompanying a person with a disability who needs the animal. Kennels are available near camp. Please leave puppies-in-training and guide-dogs-in-training at home.

16. Clothing and Footwear: It is recommended that footwear appropriate for trails and gravel roads be always worn. Even the beach is rocky in most places and necessitates shoes or sandals with secure straps. Shoes **MUST** be worn in the dining halls. No public nudity is allowed. We recommend that each person bring:

- sleeping bag or other warm bedding and pillow
- warm jacket
- flashlight
- rain gear or an umbrella
- toiletries and towels

17. Personal Sports Equipment: Participants may use personal sports equipment at their own risk with approval of your camp host.

18. Buildings and Water Tanks: Climbing on or rappelling from roofs, building rafters or supports, water tanks, etc. is prohibited.

10. SUPERVISION OF MINORS

Retreat groups are advised to provide qualified adult supervision (chaperones) for youth and cognitively disabled adults. Chaperones are responsible for maintaining behavior and safety of the youth in your group. If Chief Seattle Council provides activity leadership, chaperones must accompany youth and continue to be responsible for behavior and safety. Chaperones are welcome to join in activities if they are still able to supervise the participants.

Chaperones should be at least 18 years of age, and at least two years older than the minors for whom they are responsible. In addition, we advise that you conduct a criminal background check as well as a check of the National Sex Offender Public website for all adults who will be working with youth.

The following supervision ratios are recommended for youth during your event:

- Ages 4-5: 1 Adult for every 5 Youth
- Ages 6-8: 1 Adult for every 6 Youth
- Ages 9-14: 1 Adult for every 8 Youth
- Ages 15-17: 1 Adult for every 10 Youth

It is considered required to have two adults with a group of campers, especially for activities outside of main camp (archery, challenge course, hikes, etc.) or during showering/changing time. We also highly recommend that adults are present to supervise youth at night in their cabins.



11. EMERGENCY PROCEDURES

POWER OUTAGE Please let our staff know if the power goes out. We will call the power company and will help you decide on the best procedure. Power failures are common but usually short (a few hours) and will not necessarily cause cancellation of your event.

FIRE

Safety of participants is our top priority.

1. Call 9-1-1 immediately. Tell them you have a fire emergency at camp. Inform our staff immediately so we can arrange for someone to direct trucks and fire fighters to the appropriate place in camp. The fire department will respond quickly.
2. Sound the fire siren or bell located in various locations in camp. Sound the alarm/bell for until directed to stop by camp staff.
3. Send runners to alert all areas of camp, groups on trails away from main camp, etc.
4. Upon hearing the fire siren, people should assemble at the flagpole near the dining hall (could be different for each camp, check with host) area. Assign someone to check-in participants at
5. those areas. **EVERYONE MUST BE ACCOUNTED FOR.**
6. Small fires can be put out with fire extinguishers or garden or fire hoses. Fire extinguishers and hoses are distributed throughout camp buildings.
7. All fires outside of fire rings and fireplaces, even small ones that appear to have been extinguished, **MUST** be brought to the attention of the camp staff immediately.
8. Our staff will sound an “all-clear” signal when it is safe for participants to resume their activities.

LOST, MISSING, OR RUN-AWAY PERSON

1. Interview the person who is reporting the missing individual. Ask for details of why they believe the person is missing. It might give a clue as to where he/she might be.
2. Search the immediate area systematically by checking obvious places first—restrooms, program areas, cabins, beach, etc. Inquire about other groups (in a calm manner) if they have seen the person.
3. If the person is still missing, interview others in the group, or friends, to determine when the missing person was seen last, his/her attitude/state of mind, etc. for clues as to his/her whereabouts.
4. At this point, contact our camp staff so we can help you conduct an organized and systematic search. If the person is not located, the Local County Police can be contacted to widen the search area.



INTRUDER

1. If the intruder is violent or poses a threat, remove your participants from the area immediately.
2. Then call 9-1-1 and state your camp. Give your information to the dispatcher.
3. If you are comfortable, politely ask people who are not guests of the camp to check-in at the office and notify your camp host immediately.

EARTHQUAKE

1. Avoid injury from falling objects. If you are indoors, stay indoors. Sit under tables or beds when possible, and away from windows.
2. If you are outside, stay outside. Stay away from buildings, trees, power lines, and other objects that may fall. Do not try to enter a building.
3. Immediately after a major earthquake, everyone should head to higher ground. Do NOT sound the fire siren, as this is a signal to gather at the flagpole. Be prepared to offer first aid and call 9-1-1 if necessary. Remember that in the event of a severe quake, fire and medical aid may not get to camp promptly, perhaps not for many hours or days.
4. Camp staff or Power Company will assess buildings and utilities. They will inform you if it is safe to re-enter buildings.

LIGHTNING

1. Waterfront activities are stopped.
2. The safest place is inside buildings.
3. If someone is struck by lightning, give first aid and call 911.

LANDSLIDE

1. Report the slide to our staff immediately.
2. If it is large or dangerous, sound the fire siren to expedite accounting for everyone in camp.
3. If you are in the landslide area, proceed away from the area along the safest trail. Do not, unless
4. necessary, leave a trail. If you determine that the area surrounding your group is unsafe for
5. travel, choose the most secure ground and wait to be found.
6. Account for all people in camp. Notify our staff immediately.

HIGH WINDS

During windy weather, trees, limbs, and/or branches may come down. In moderate winds, the woods can be dangerous. If there is severe wind, move people from cabins into the dining room. Have them bring sleeping bags and flashlights if it is nighttime and severe conditions persist. Your host will provide you with more details about safe places during a windstorm.

VOLCANIC ERUPTION

If the air becomes excessively dusty, dirty or has ash, the camp staff will provide dust masks. You will also be asked to stay indoors with windows and doors closed until we are advised by local emergency services of the best strategy for our situation.



DROWNING

1. Note the location of the victim. Have someone keep a constant eye on that spot.
2. Someone else should call 911 immediately.
3. Send a qualified person in a rescue boat with life jackets to assist a victim out on the water.
4. Have a qualified person use a reach pole or rescue tube to assist someone near the docks.
5. If you can reach the victim, get him/her into a boat, onto the docks or shore as soon as possible.
6. Begin CPR if needed
7. If the victim is underwater in an unknown location, assemble all good swimmers for a systematic search under the guidance of a lifeguard or someone with underwater search training. Call 911 for assistance.

IF YOU HEAR GUN SHOTS

Notify the Host immediately if you hear gunshots. Only rarely do hunting and sport target shooting occur on nearby property. If the shooting is close, immediately bring all your participants to the nearest building.

ACCIDENT OR ILLNESS

1. The ill/injured individual(s) should be attended to by your First Aid Monitor.
2. Depending on the severity of the illness or accident, you may opt to call 9-1-1 for medical aid, or the assistance of paramedics/firefighters with advanced first aid skills. Another option is to take
3. the injured or ill person(s) to the closest urgent care. Hospital: phone numbers are listed on the
4. back page.
5. When emergency services are called, inform our staff immediately so we can help direct incoming aid cars to the appropriate part of the camp.
6. Inform us of ALL accidents or illnesses prior to your departure. Report any major incidents in writing.

OTHER EMERGENCIES

The Camp Dining Hall is a good gathering place, and it is safe. Our staff will generally take over coordinating the response to major emergencies. We have good procedures established for most problems and it is our job to help you. We have also found the Fire and Police Departments to be very responsive and helpful.

13. HEALTH CARE AND FIRST AID

User groups are responsible for providing:

- A first aid kit with appropriate supplies for your participants
- One or more designated health care providers at camp at all times, with current First Aid and CPR certification.
- Transportation for non-life-threatening emergencies. EMS is available for emergency care and transportation.



***A health care provider should** be a physician, nurse, or other adult who possesses a current First Aid and CPR certification. Assure that your participants know who this person is and how to find them at camp.

This person should familiarize him/herself with local medical aid and clinic contact procedures prior to the event. User groups are also responsible for providing their own transportation for all emergencies including trips to the local clinic.

To prevent accidents and the spread of infectious diseases, user groups are encouraged to require hand washing before meals, keep restrooms clean during their stay, and generally monitor their overall operation with health and safety in mind. Camp staff can help you establish appropriate procedures to curb health and safety problems.

We follow Scouting America policies standards for accredited camps, as well as observe numerous applicable state and local government regulations.

Scouting America Event Organizers:

You **MUST** make every effort to contact a child's parents before making medical decisions, and contact the Camp Host and/or Camp Director for assistance with follow-up, reporting, etc.

We strongly encourage you to have the following information with you at camp for all of your participants, if using the Scouting America Annual Health and Medical Record Parts A and B, this information is included:

1. Name
2. Address
3. Emergency contact people and their phone numbers.
4. Basic health information including allergies and reactions, health conditions requiring care/treatment, restrictions to activities or accommodations needed while the person is at camp.
5. Name and phone number of individual's physician.
6. For minors without a parent on site:
 - a. Birthdate
 - b. Parent names and phone numbers (including where/how to reach them during your camp)
 - c. Permission to seek emergency medical treatment (or signed religious waivers)



14. INSURANCE

For Non-Scouting America Groups:

A certificate from an insurance carrier authorized to do business in the State of Washington must be received by Chief Seattle Council **no later than 4 weeks before User's arrival at camp**. The minimum insurance coverage necessary is as follows:

1. General Liability:

General Aggregate Limit: \$2,000,000
Products & Completed Operations Aggregate: \$1,000,000
Personal & Advertising Injury Limit: \$1,000,000
Each Occurrence Limit: \$2,000,000
Medical Expense Limit: \$5,000

2. Automobile Liability: \$1,000,000

(If Organization/Group has owned vehicles on council property)

3. Workers Compensation and Employers Liability

(If Organization/Group has paid employees on council property)

****Chief Seattle Council must be named as additional insured. Failure to provide a certificate under these terms will result in cancellation of your reservation.***

15. Alcohol

Chief Seattle Council, Alcohol Policy for Weddings/Special Events:

Prior Use of Alcohol MUST be approved by the Camp Director and cleared with the Scout Executive (CEO) of the Chief Seattle Council, for special event purposes only. Groups renting the site for the purposes of youth focused activities are prohibited from serving or hosting alcohol at their events.

Alcohol must be served in moderation if provided at your event. The following guidelines must be followed when serving alcohol at an event at Chief Seattle Council properties:

1. Alcohol may be served only by a licensed bartender and may only serve beer or wine (no spirits).

Proof of licensure must be provided before the event starts or alcohol may not be served.

2. According to Washington State Law, alcohol will not be served to minors under the age of 21.

3. Alcohol is not allowed in personal living spaces or cabins during the event and must be kept within the vicinity of the ceremony and reception for the safety of the guests and other user groups.

4. Chief Seattle Council highly recommends a limit on the number of alcoholic beverages served, and a cut-off time in the evening. One person from the Group must be designated to oversee and ensure the implementation of the plan.

Name of Person: _____

5. Chief Seattle Council staff have the right to deny access to any activities and activity areas during the event that would be unsafe for a participant who appears or acts under the influence.

****The Group agrees to assume all liability related to serving alcohol at your event at Chief Seattle Council properties. Liability/event insurance specifically covering the use of alcohol and waiving Chief Seattle Council, must be provided at least 2 weeks before event.***



REFUND/CANCELATION POLICY FOR NON-SCOUTING AMERICA GROUPS

Cancellation Policy:

A group will be eligible for a 100% refund minus the deposit should the booking be withdrawn within 30 days or more before the event start date, in the event the booking is cancelled by Chief Seattle Council a full refund including deposit will be issued. If reservation is withdrawn at least two weeks prior to the event 50% of fees will be non-refundable and/or 100% will be eligible for refund or transfer to another rental within the same calendar year at any of our properties.

Reservations withdrawn two weeks or less prior to the event are not refundable but may be transferable to another rental within the same calendar year at any of our properties.



3120 Rainier Ave S
Seattle, WA 98114



 www.scoutingseattle.org
 Phone: 206-725-5200

