

GSGCNWI SITE USE AGREEMENT

This site use agreement is required for approval of your request to reserve a site at any Girl Scouts of Greater Chicago and Northwest Indiana (GSGCNWI) property. This must be signed electronically by the troop/group leader at the time of submitting the reservation request.

The troop/group leader reserving the site agrees to the following:

1. Troop/group leader reserving the site agrees to be on-site during the entire reservation time.
 - a. If an emergency requires the troop/group leader to leave the property, then another adult must be designated as a back-up person to be present on the property. The on-site GSGCNWI representative must be informed by phone.
2. Troop/group leader will provide all necessary supervision to prevent all personal injury or damage to property. These must follow GSUSA Safety Activity Checkpoint adult to youth ratios.
3. At least one registered adult member per site/lodge has completed relevant gsLearn outdoor trainings, and GSGCNWI has a record of training completion. Required trainings are as follows:
 - a. 430 Cabin Camping (required; online)
 - b. 430 Fire Safety and Building (required; online)
 - c. 430 Outdoor Cooking (only required if requesting pie irons and dutch ovens; online and in-person skills session)
 - d. 430 Rustic Camping (only required if staying in a tabin, yurt, platform tent, or pitch tent; online and in-person skills session)
4. At least one registered adult member per site/lodge has completed First Aid & CPR training through an approved provider, and GSGCNWI has a record of training certification.
 - a. First aid and CPR training must include specific instructions for adult and pediatric CPR, first aid, and AED (Automated External Defibrillator) content. The course must include an in-person skills portion, online-only certifications are not acceptable.
 - b. Acceptable organizations are Emergency Care and Safety Institute (our council's provider), American Heart Association, American Red Cross, and Ellis Education Services. It is at our discretion to accept first aid and CPR certification not taken through our council. Approval should be sought prior to registering for first aid and CPR through other organizations than the above.
 - c. Healthcare providers may serve as First-Aiders; physicians, physician's assistants, nurse practitioners, registered nurses, licensed practical nurses, paramedics, military medics, and emergency medical technicians. Volunteers with these credentials are asked to submit a copy of their license/certification to the council for approval. It may be emailed to customer care at customercare@girlscoutsgcnwi.org.
 - d. Certification must be current through the entirety of the site reservation.
 - e. The certified adult(s) must be on site for the entirety of the reservation.
5. At least two adults on site for the group must have a cell phone to use for contacting emergency services, on-site GSGCNWI representatives, and parents/guardians as needed as well as monitoring weather conditions. There are no phone lines or weather radios in camp buildings.
6. In the event of an emergency while on the property, troop/group leader will immediately contact emergency services (911) for response. After contacting 911, troop/group leader will immediately notify the on-site GSGCNWI representative by phone to report the emergency.

- a. As soon as possible after an incident or emergency, but no longer than 24 hours, troop/group leader will submit a completed [Accident/Incident Report through the online form](#).
- b. Troop/group leader will immediately report any damage to the property to the on-site GSGCNWI representative by phone.
7. Before the troop/group arrives on site, the following must be requested and reviewed with troop/group members and their adults.
 - a. [Permission slip](#) for the activity including emergency medical information
 - b. Health History ([Girl Scout](#) and [Adult](#)) and [Administering Medication to a Minor](#) forms for each applicable troop/group member.
 - c. Communicate all rules and guidelines posted on the property and in the property guide, including expectations of arrival and departure.
8. Troop/group leaders must submit a complete roster of who is on-site at check-in to the GSGCNWI representative.
 - a. If at any time during the reservation, members of the troop/group leave or return to the property, the GSGCNWI representative must be informed by phone.
9. GSGCNWI-facilitated recreation or program requests must be made when submitting the reservation request or by emailing customercare@girlscoutsgcnwi.org. Requests are approved and scheduled at least four weeks prior to the reservation and/or based on instructor and site availability.
10. Cancellation and refund policy:
 - a. Cancellations must be made 6 weeks prior to your reservation to receive a full refund minus the \$15.00 non-refundable processing fee.
 - b. Cancellations made between 4-6 weeks prior to your reservation will be credited to the original account to be used for a rescheduled date.
 - c. Cancellations less than 4 weeks prior to your reservation will not be refunded or rescheduled.
 - d. In the case of extreme inclement weather, GSGCNWI representatives will reach out regarding the safest course of action.
11. If there are questions about a reservation or if a reservation needs to be canceled, contact Customer Support at customercare@girlscoutsgcnwi.org.

I have read and understand the site agreement and agree to follow all points listed.

Troop/Group Leader _____ Date _____