

# Santa Fe Trail District Year Round Camping Camp Reservation Form



**Prepared. For Life.™**

**Welcome to the outdoor adventure properties of the Santa Fe Trail District,  
Quivira Council, BSA!**

Mandan Scout Camp & Training Center is a special property that support Scouting's mission of offering an outdoor environment for Scouts to learn. It has a specific focus that enable a pack, troop or crew to plan a weekend or week long program. The Quivira Council offers programs for Scouts, Scouters and families to enjoy.

The property reservation booklet is to assist you in planning and reserving areas of the property that you need for your weekend or week-long event. Please review the enclosed packet for the safety rules. The complete reservations forms are to be submitted to the district office two weeks prior to your planned event. All program activities are to be age appropriate according to the Safe Guide to Scouting manual.

Please note the fee schedule as to buildings, campgrounds and deposits are to be submitted prior to your event to complete your reservation. The purpose of the \$250.00 cleaning deposit (\$150 for BSA members) is to ensure that buildings are clean for the next groups. Once the condition of the building has been approved, the fee is returned to you. All fees collected are used to the benefit of the paying the expense to operate the property year-round.

Thank you for choosing the outdoor adventure property of the Santa Fe Trail District and if you are needing assistance with planning your adventure program see one of the members of the council executive team or council commissioner.

Sincerely

*Richard*

*Richard Gier*

VP Properties  
Santa Fe Trail District

## Rules of the Road

### Reservations:

1. Please complete and submit the enclosed application form at least 6 weeks prior to the requested dates along with your deposit check. The reservation fees are due to the West Scout Center, Santa Fe Trail District office two weeks prior to arrival (402 E Fulton Street, Ste.4 Garden City, Kansas 67846).
2. A property deposit fee of \$250.00 (\$150 for BSA members) is to be submitted with the reservation form. This is a deposit for cleaning and maintenance if the property is left in poor condition.
3. All vehicles are to be parked in the designed parking areas and the speed limit is 10 MPH.
4. Any damage to buildings or equipment is the responsibility of the person who caused the damage. Repair fees will be assessed to the individual who caused the damage.
5. Check-out will be done with a review of the facilities used prior to the Scouting unit's departure.
6. The \$250 deposit (\$150 for BSA members) may be returned to the unit once property has been checked and the findings have been communicated to the District office This process may take up to 6 weeks.

### For Safety & Personal Conduct:

1. Always hike with a buddy or buddies. Unit leaders are to approve these hikes or routes.
2. Aquatic activities are conducted under Safe Guide to Scouting policies. Adults are to be trained in BSA Safe Swim Defense and Safety Afloat training courses.
3. Please note natural hazards when planning your program.
4. Liquid fuel is prohibited on BSA properties. Propane fuel bottles are approved for lighting and cooking.
5. Drinking water is available at Mandan Scout Camp. Please do not use streams or lake waters for drinking or cooking purposes.
6. Place all trash in the trash container provide at the facilities. Burying of food or trash is prohibited.
7. All restrooms are to be kept clean.
8. The use of the camp shooting sports areas and equipment is approved in advance of the event by the council. A range master is required for use of the shooting ranges.
9. No pets are allowed on the property.
10. Respect the private property of the neighboring property owners.



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## **RESERVATIONS**

- Please use the form provided for all reservations NOT related to Summer Camp Programs.
- The \$250.00 deposit (\$150 for BSA members) will hold your reservation. The deposit may be refunded if the property is left clean with no substantial damage.
- Final reservations must be paid for at least two weeks in advance to the West Scout Center, Santa Fe Trail District Office, at 402 EFulton Street, Ste. 4, Garden City, KS 67846
- There will be no refund if the reservation is cancelled with less than a 2-week notice.

## **USAGE POLICIES**

- Upon arrival at camp, units or renters must check-in with the camp caretaker before setting up camp.
- Speed limit in camp is 10 mph.
- Vehicles are restricted to parking area.
- Camp site/building will be left clean. The eleventh point of the Scout Law is Clean.
- Repair of camp property for damage, including carvings, writings, and burnings, will be paid for or completed by the individual or unit responsible. The deposit will be forfeited, and additional charges will be assessed depending on damage.
- Check-out must be done with the camp caretaker. An inspection of the facilities will be made prior to approving the departure of the unit.

## **GROUP RESPONSIBILITIES**

In order to keep fees at a minimum and maintain the Scout Camp, please:

- Inform your group of obligations and responsibilities prior to or upon arrival of camp use. Report all damages.

**FACILITY RATES\***

<b>Mandan Scout Camp and Training Center</b>	<b># of units</b>	<b>Sleeping Space</b>	<b>Semi-Private Sleeping Space</b>	<b>Kitchen Facility</b>	<b>Facility day rate</b>
Campsite Fee (Limit of 20 per campsite)	1	20			\$15
Center Commons (middle of Dormitory Lodge with kitchenette)	1	0			\$50
Dormitory Room (North side) (bathroom/shower access) per room	6	1-4	Yes	Yes	\$50
Dormitory Room (South side) (bathroom/shower access) per room	6	1-4	Yes	Yes	\$50
North End - Dormitory Lodge (bathroom/shower access) This includes the center commons area	1	30	Yes	Yes	\$125
South End - Dormitory Lodge (bathroom/shower access) This includes the south meeting room. (include the Center commons = \$125 total)	1	32	Yes	Yes	\$110
Dining Hall -	1			Yes	\$150
Whole Camp (including campsites) (12 rooms)	1				\$500
Shower House	1				\$25
Cleaning Deposit - check (separate from total fees)					\$250
We will hold the deposit (check) until the facility has been cleared by the caretaker.	Please make the deposit check separate from the rental fee.				
Cleaning deposit for Boy Scouts of America visitors					\$150

**Deposit and Refund Policy for Camp:**

Deposit may be refunded if rented property is left clean and with no substantial damage.

Additional cost for damages will be assessed.

No Refund if Reservation is cancelled with less than 2 weeks notice.

Whole Camp-No Refund with less than 4 weeks notice.

\*Prices are subject to change without notice.

APPLICATION FOR USE OF CAMP FACILITES

Pack # \_\_\_\_\_ Troop # \_\_\_\_\_ Crew/Post # \_\_\_\_\_ BSA Council/District \_\_\_\_\_

Non-Scout Group: \_\_\_\_\_ City/State: \_\_\_\_\_

Building or Campsites: \_\_\_\_\_ or see below for more options

Dates of: From: \_\_\_\_\_ to \_\_\_\_\_

Equipment Requested: \_\_\_\_\_ (BB Guns/Archery/Canoes)

Special Request: \_\_\_\_\_

We expect to have: \_\_\_\_\_ Youth/Scouts \_\_\_\_\_ Adults/Leaders (Scouting Units must be registered & Adults YP Trained)

Adult 1: \_\_\_\_\_  
First/Last Name and Cell phone

Adult 2: \_\_\_\_\_  
First/Last Name and Cell Phone

We plan to arrive at (approximate time): \_\_\_\_\_ AM/PM; We plan to leave at (approximate time): \_\_\_\_\_ AM/PM

Adult in charge: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Request made by: \_\_\_\_\_ Email: \_\_\_\_\_ Cell#: \_\_\_\_\_

<i>Mandan Scout Camp and Training Center</i>			
<b>Building/Other</b>	<b>#Days</b>	<b>\$ Rate</b>	<b>Total</b>
Tent Campsite			
If youth and adults are staying at the facility, separate ends of the dormitory must be used.			
Center Commons Area			
Dorm Room <input type="checkbox"/> # of rooms			
Dorms North End			
Dorms South End			
Dining Hall			
Whole Camp			
Shower House			

\$250 Deposit (MUST provide a separate check for the deposit fee.) + Total Reservation Fees \$ \_\_\_\_\_

**Final Reservation Payment and required documents due two weeks prior to arrival**

Payment Method: \_\_\_\_\_ Check is enclosed or \_\_\_\_\_ Credit Card for Rental Fee

Visa/MC \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_ CVC # \_\_\_\_\_ Zip Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_

This application is approved and recorded with the understanding that all persons using camp facilities abide by the camping rules and regulations of the Quivira Council. Users are responsible for damages. **(Deposit check must be submitted with application)**

Please return the original application along with the required documents and fees to the: Santa Fe Trail District  
402 E. Fulton Street, Ste. 4  
Garden City, KS 67846.

Questions or concerns? [vanessa.tiede@scouting.org](mailto:vanessa.tiede@scouting.org) Phone: 620-275-5162

## MANDAN SCOUT CAMP AND TRAINING CENTER BUILDING CHECKOUT LIST

The following is a list of items that the group renting Mandan Scout Camp and Training Center (hereby referred to as Mandan) needs to complete and check off for the buildings that were used at the conclusion of their stay or event.

Please sign and return the completed form to the property facility manager before you leave the training center. The failure to comply with this checkout could result in the forfeiture of the damage/cleaning deposit. Your cooperation is appreciated.

### **Dining Hall:**

- Wipe down all picnic tables and prep tables \_\_\_\_\_
- Sweep floor \_\_\_\_\_
- Remove all trash \_\_\_\_\_
- Close window shades if opened \_\_\_\_\_
- Re-set tables and chairs to original floor plan \_\_\_\_\_
- Return all board games, balls, equipment, etc., that was used to the game room \_\_\_\_\_
- Restrooms – flush toilets, close lids and remove any trash. \_\_\_\_\_

### **Dining Hall Kitchen:**

- Clean all appliances, stove, etc. that were used. \_\_\_\_\_
- Wipe down all counter tops and prep tables that were used. \_\_\_\_\_
- Wash all pots, pans, utensils, etc. and place them back in the respective cabinets and drawers.  
(if you got it out, please put it back!! \_\_\_\_\_)
- Clean sinks and remove any food debris \_\_\_\_\_
- Sweep the floor and spot mop any spills. \_\_\_\_\_
- Remove all trash and place in dumpster at the entrance to the camp \_\_\_\_\_
- Remove all remaining food items from the refrigerators and freezers \_\_\_\_\_
- Placed dirty dish towels in the proper container \_\_\_\_\_

### **Dorm/Foyer/Commons Area:**

- Reset room to original floor plan \_\_\_\_\_
- Sweep floor and vacuum carpet area \_\_\_\_\_
- Clean rug at entrance to the room \_\_\_\_\_
- Spot mop the floor if needed \_\_\_\_\_
- Remove all trash and place it in the dumpster at the entrance to the camp \_\_\_\_\_
- Remove all remaining food items from the refrigerator \_\_\_\_\_
- Spot clean the sinks and toilets in the north and south restrooms \_\_\_\_\_
- Remove all trash from the north and south restrooms \_\_\_\_\_
- Place dirty dish towels in the proper container \_\_\_\_\_

**MANDAN SCOUT CAMP AND TRAINING CENTER  
BUILDING CHECKOUT LIST PAGE 2.**

**Dorms Sleeping Rooms:**

- Remove all trash from the room \_\_\_\_\_
- Vacuum rooms that were used (if needed) \_\_\_\_\_
- Close windows and window coverings \_\_\_\_\_

**Shower House: (For each bathroom stall that you use)**

- Sweep the floor \_\_\_\_\_
- Remove trash \_\_\_\_\_
- Flush toilets and close lids \_\_\_\_\_
- Close entrance door and shut off lights \_\_\_\_\_

**Tent Campsite Areas: No outdoor fires of any kind unless authorized by the Property Manger**

- Remove all camp gadgets from site \_\_\_\_\_
- Clean out debris from the fire ring \_\_\_\_\_
- Utilize the Leave No Trace principles \_\_\_\_\_
- Remove all trash

\_\_\_\_\_  
**Group Leader Signature**

\_\_\_\_\_  
**Property Manager Signature**

\_\_\_\_\_  
**Date**

\*\*\*\*\***Follow up Notes**\*\*\*\*\*



Unit Roster

Troop, Crew, Team (Circle one that applies) #	
Date Attending:	
Home Council:	Council Phone #
Campsite(s):	(if using one)

Please fill in roster completely

**DAYS IN CAMP** (Mark with an X in box)

ADULTS on property	Cell Phone #	S	M	T	W	T	F	S	YPT Date
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

**YOUTH on property**

Patrol Name:		
Name	Age	Emergency Phone Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Patrol Name:		
Name	Age	Emergency Phone Number
1.		
2.		
3.		
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Patrol Name:		
Name	Age	Emergency Phone Number
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Patrol Name:		
Name	Age	Emergency Phone Number
1.		
2.		
3.		
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6.		
7.		
8.		

**CAMP STANDARDS**

A good camper always maintains high standards of personal conduct, safety, courtesy, and conservation. Therefore, observe the following minimum camping standards.

**FOR SAFETY**

1. Always hike with a buddy or buddies. Get the group leader's permission for the hike, route, and return time.
2. Aquatic activities (canoeing and boating) are conducted under adult supervision who are trained in Safe Swim Defense and Safety Afloat standards of the Boy Scouts of America.
3. Determine the location of natural hazards; stay away from the edge of the bluffs.
4. Do not use liquid fuel to start fires (gas, kerosene, charcoal lighter). Gas lanterns may be used under adult supervision; gas must be locked in storage under adult control.
5. Never play games using a knife.
6. Drink from an approved water supply; do **not** drink from the lake as it may be contaminated.
7. Keep the bathrooms clean.
8. Place garbage in the garbage cans. Do not bury garbage; take your garbage to the dumpsters.
9. Utilize only camp authorized and issued archery or BB Gun equipment under the leadership of authorized qualified personnel.
10. No animals are allowed in camp buildings.

**FOR COURTESY**

1. Leave the campsite clean. Police grounds for any trash. If the Mandan Lodge was used, vacuum/mop the floor just prior to departure.

**FOR CONSERVATION**

1. Restrict vehicles to the authorized parking area and roads and observe 10 mph speed limit.
2. Conduct conservation project that have the approval of the camp caretaker.
3. Never leave a fire unattended; always put a fire out with water making sure it is fully out before leaving the area.

**PERSONAL CONDUCT**

1. Be a good neighbor. Do not create a disturbance or cause other campers to have a bad camping experience.
2. Respect the private property of the neighbors surrounding the camp.

LETTER OF AGREEMENT ESTABLISHING CAMP USE NON-SCOUTING GROUPS

This letter of agreement is for the purpose of establishing the use of The Mandan Training Center and Scout Camp by \_\_\_\_\_ for the purpose of \_\_\_\_\_.

1. is to have the use of the Mandan Training Center and Scout Camp beginning \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ am/pm; and ending \_\_\_/\_\_\_/\_\_\_ at \_\_\_\_\_ am/pm.
2. The Quivira Council requires this Letter of Agreement and the following documents be provided to the Quivira by \_\_\_/\_\_\_/\_\_\_ two weeks prior to arrival at camp):
  - a. **A certificate of liability insurance** with a minimum of \$1,000,000 Combined Single Limit (CSL) with the Quivira Council, Boy Scouts of America; the National Council, Boy Scouts of America named as additional insured; ten (10) days written notice of cancellation; and the period of time involved.
  - b. A Hold Harmless Agreement (attached).
  - c. A certificate showing non-profit and/or exempt status.
  - d. A roster showing the names of all youth and adults participating in the activity.
3. It is understood and agreed to by both parties the fees for the use of Camp (per the attached).
4. It is understood and agreed to by both parties the deposit of \$250.00 (in a separate check) is required with the Application for Use of Camp Facilities. This is in addition to the fee for use of the camp and is refundable if the facilities are left clean and undamaged.
5. It is understood and agreed to by both parties the group shall be responsible for any and all damages to camp property, which may reasonably be attributed to the actions of the group, and the group agrees to promptly pay any and all reasonable damage claims when presented.
6. It is understood and agreed to by both parties **no animals, alcoholic beverages, illegal drugs, or firearms** of any kind are permitted to be on or used on the premises.
7. It is understood and agreed to by both parties the group will provide at least one adult (defined as 21 years of age or older for purpose herein) for every ten (10) members of the group present in camp below 21 years of age; and at least one of the adults leaders will be present with the group at all times while the group is in camp.
8. It is understood and agreed to by both parties the group will abide by any and all of the camp operating rules as outlined on the attached sheet and directions and instructions of the Camp Caretaker.
9. It is understood and agreed to by both parties should the group fail to provide proper leadership or fail to abide by camp rules or directions the Camp Caretaker may in his/her discretion terminate this agreement and require the renting parties to vacate the camp, forfeiting any monies agreed to herein.

\_\_\_\_\_  
Name of Organization

Council Representative

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Santa Fe Trail District, Quivira Council, Boy Scouts of America

NON-SCOUTING ORGANIZATIONAL HOLD HARMLESS AND INDEMNITY AGREEMENT

\_\_\_\_\_ shall indemnify, hold free and harmless, and assume  
(Group's Name)  
 liability for and defend the Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers and directors from any and all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery cost, court cost, and all other which the Boy Scouts of America, it chartered affiliates, agents, servants, employees, officers and directors may payor because obligated to pay on any, all and every demand for assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of \_\_\_\_\_  
(Build's Name) use of real or personal property belonging to the Boy Scouts of America, its chartered affiliates, agents,servants, employees, officers and directors on \_\_\_/\_\_\_/\_\_\_ or by any action or omission by \_\_\_\_\_  
(Group's name) its members, agents, servants, employees, officers, and directors.

Property & period to be used: \_\_\_\_\_ Organization: \_\_\_\_\_

Name: \_\_\_\_\_ By: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_