

**WINNEBAGO COUNCIL
BOY SCOUTS OF AMERICA**

COPE CHALLENGE COURSE
Ingawani Adventure Base
2482 Grand Avenue
Waverly, IA 50677

COPE RESERVATION FORM

Scouting Members:

Unit No. _____
 District: _____
 City: _____
 State: _____



Complete All Reservation Information Below:

Start Date: _____ Time: _____ am/pm
 End Date: _____ Time: _____ am/pm
 # of Participants - Youth: _____ Adult: _____
 Leader/Contact: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Email: _____
 Cell Ph: _____

Non Scouting Organization

Organization _____
 Address: _____
 City, State, Zip: _____

Reservation to be coordinated through the
 Winnebago Council, BSA
 2929 Airport Boulevard
 Waterloo, IA 50703
 319-234-2867
 Winnebago.COPE@Scouting.org
 FAX: 319-234-0153

	Group Rate:	Scout	Non-Profit	Corporate	Rate	# of Persons / Days	Total
COPE COURSE							
High & Low COPE Participants		\$25	\$40	\$70	per person <input type="text"/>	X <input type="text"/>	= <input type="text"/>
Low COPE ONLY Participants		\$20	\$30	\$60	per person <input type="text"/>	X <input type="text"/>	= <input type="text"/>
A 10 participant minimum is required.						TOTAL	<input type="text"/>

Please check which applies: LOW COPE ONLY _____ HIGH COPE ONLY _____ or BOTH LOW & HIGH _____

SIGNATURE: I have read and fully understand the terms of reserving COPE and it's cancellation policies as indicated on the back of this form

BY: _____ **DATE:** _____

To help ensure COPE Director / Instructor availability for your COPE Event, please try to return this completed COPE Reservation Form at least 3 weeks prior to your COPE Event. Thank You!

Please note: Your group will be billed after your C.O.P.E. Event.

Please be as realistic as possible with your number of participants as your group may be billed for Directors/Instructors projected to be needed (based on the numbers above).

COPE RESERVATION PRACTICES:

The Unit / Organization agrees that:

1. RESERVATIONS

Reservations are made through the Winnebago Council Service Center using the COPE Reservation Form.

- a. Priority is given to Council Functions
- b. Accepted on a first come basis
- c. Reservations must be in writing

2. CANCELLATIONS

All fees are non-refundable but are transferable to another date as follows:

- a. 100% of fees are transferable if cancellation is received 15 days prior to activity (must be used within 90 days of original reservation)
- b. 50% of fees are transferable if cancellation is received 14 days prior to activity (must be used within 90 days of original reservation)
- c. 25% of fees are transferable if cancellation is received 1 day prior to activity (must be used within 90 days of original reservation)
- d. No fees are transferable for NO SHOWS.

3. LEADERSHIP FROM THE GROUP

At least 2 adults must accompany all youth groups and be in attendance at all times during their stay. One adult must be at least 21 years of age, the second must be at least 18 years of age. For B.S.A. groups, at least one adult must be registered with the B.S.A.

4. HEALTH & ACCIDENT INSURANCE

Health and accident insurance is a individual and parental responsibility. secondary insurance is provided by the Winnebago Council.

5. LIABILITY INSURANCE & HOLD HARMLESS AGREEMENTS

Non B.S.A. groups must provide a certificate of liability insurance with policy limits of at least one million dollars, naming the Winnebago Council and the Boy Scouts of America as a co-insured. Non-Scout Youth Groups must also sign an organizational hold harmless agreement. If you are participating in COPE, a hold harmless agreement must be signed either by/for the group or if and adult (18 years of age) by the individual.

6. RESTRICTIVE ACTIVITIES

No alcohol, illegal drugs, firearms, or fire works are allowed on Scout property. Groups in violation will be asked to leave forfeiting their fees.

7. MOTORIZED VEHICLES

All motorized vehicles must remain on designated camp roads and are subject to other restrictions due to season and activity. No riding in truck beds or trailers.

8. DAMAGES & CLEAN UP

The unit or organization is responsible for all damages and clean up charges. Charges incurred will be at replacement cost plus labor at \$40/hour.

9. SMOKING & TOBACCO PRODUCTS

Smoke-Free Policy: All buildings and facilities (campsites, program areas and staff areas) under the control of the Winnebago Council, are designated as non-smoking. Smoking outside entrances/exit doors is not permitted at any location and will not be permitted within 100 feet of the participants of any Scouting function, meeting or activity.

10. HEALTH FORMS: COPE

Each COPE participant must turn in to the COPE Director the day of the activity a health history form provided by the Winnebago Council, BSA. If the form is not turned in or has not been filled out properly, the individual will not participate.

RANGERS CHECK OUT REPORT

UNIT OR GROUP: _____

LEADER: _____

FACILITIES USED: _____

NUMBER OF YOUTH: _____ ADULTS: _____

COMMENTS/CHARGES:

_____ BUILDING CLEAN

_____ GROUNDS CLEAN

DAMAGES/CLEAN UP

CLEAN UP CHARGE: _____

WINDOWS: _____

DISCHARGED FIRE EXTINGUISHER: _____

OTHER (EXPLAIN): _____

OTHER COMMENTS: _____
