



# Winnebago Scout Reservation Facility & Equipment Rental Agreement Form

**Group Information:**  
 Unit Type: Pack \_\_\_\_\_ Troop \_\_\_\_\_ Crew \_\_\_\_\_ Other \_\_\_\_\_  
 Unit Number: \_\_\_\_\_ District: \_\_\_\_\_  
 Council Name (if not Winnebago): \_\_\_\_\_  
 Other (name of group): \_\_\_\_\_

Winnebago Scout Reservation  
1654 Glass Place.  
Marble Rock, IA 50653

Send completed reservation to Winnebago Council, BSA 2929 Airport Blvd. Waterloo, IA 50703 319.234.2867. All fees are to be paid prior to event to confirm reservation. Please review the reservation policy on the back of this form regarding rental agreement.

**Complete ALL reservation information below for pre-camp payment, reservation confirmation and questions:**

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm      Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
 Type of Event: \_\_\_\_\_      Number of Youth: \_\_\_\_\_ Number of Adults: \_\_\_\_\_  
 Leader/Contact Name: \_\_\_\_\_      Scouting Position: \_\_\_\_\_  
 Address: \_\_\_\_\_      City/State/Zip: \_\_\_\_\_  
 Phone (most available): \_\_\_\_\_      E-mail: \_\_\_\_\_

### CABIN FACILITIES & RATES

Large Heated Cabins (Capacity)	Member Rate 1 day/2 day	Non-member Rate 1 day/ 2 day
Activity Building (24), Albrecht(24), Norris (24), Staudt Hollow (30)	\$35/\$45	\$55/\$75
Large Non-heated Cabins (Capacity)	Member Rate 1 day/2 day	Non-member Rate 1 day/ 2 day
Double H Ranch (32) Hobbit Huts (30)	\$30/\$40	\$50/\$70
Other Heated Cabins (Capacity)	Member Rate 1 day/2 day	Non-member Rate 1 day/ 2 day
Aiaouez (12)	\$20/\$30	\$40/\$60
Roosevelt (4)	\$15/\$25	\$35/\$55

Cabin Requests: \_\_\_\_\_

Total Fee:

### CAMPSITE FACILITIES & RATES

Campsite Requests: \_\_\_\_\_

Campsite	
Basswood Heights	Riverside Shire
Breezy View	Sentinel Ridge
Sun Valley	South Pines
Hidden Glen	Split Hills
Hillside Glen	Ten Oaks
Long Trail	Tree Roof

# of Nights: \_\_\_\_\_

BSA Member: 1 night = \$15  
2 nights = \$20  
 Non Member: 1 night = \$25  
2 nights = \$35

Total Fee:

### Dining Hall and Other Building Facilities

Rentals priced per day. ✓ the appropriate facility

	BSA Member	Non Member
Dining Hall _____	\$75	\$120
Dining Hall & Kitchen _____	\$100	\$160
Directors Lodge _____	\$55	\$80
Picnic Area, Council Ring, Program Shelter, or Other (list): _____	\$15	\$40

Total Fee:

### COUNCIL ADVENTURE EQUIPMENT

Rentals priced per day. Review rental agreement on back. ✓ the appropriate item

	BSA Member	Non Member
Canoe (# available): _____ **Per canoe	\$7	\$15
Kayak (# available): _____ **Per kayak	\$7	\$15
Canoe/Kayak Trailer: _____	\$10	\$35
GPS Units (5 available): _____ **Per GPS Unit	\$5	\$25
Swimming Pool: _____ *Open May– September	\$160	\$230
BB Gun Range: _____ *2 hour session	\$50	\$75
Archery Range: _____ *2 hour session	\$50	\$75
Bicycles (# available): _____	\$10	\$20

Total Fee:

Total Reservation Fees:       Date Issued: \_\_\_\_\_

Signature: I have read and fully understand the terms of the Winnebago Scout Reservation and its cancellation policies as indicated on the back of this form.  
 Name: \_\_\_\_\_      Date: \_\_\_\_\_



Contact the Winnebago Service Center to set up your next mountain biking program, swim party, or ropes course!

## Short Term Reservation Practices

The Unit/Organization agrees to the following:

<p>1. Reservations are made through the Winnebago Council Service Center using the Short Term Reservation Form.</p> <ul style="list-style-type: none"> <li>A. Priority is given to Council Functions</li> <li>B. Accepted on a first come basis</li> <li>C. Reservations must be in writing</li> <li>D. Reservations must be pre-paid</li> </ul>	<p>2. Cancellations– All fees are non-refundable but are transferable to another date, as follows:</p> <ul style="list-style-type: none"> <li>A. 100% of fees are transferable if cancellation is received 15 days prior to activity</li> <li>B. 50% of fees are transferable if cancellation is received 14 days prior to activity</li> <li>C. No fees are transferable for NO SHOWS</li> </ul>
<p>3. Leadership– At least two adults must accompany all youth groups and be in attendance at all times. BSA groups are required to have one adult who is of 21 years and the other of the age of 18. For Scouting groups, one adult must also be registered with the BSA.</p>	<p>4. Health and Accident Insurance– Health and accident insurance is an individual and parental responsibility. Secondary insurance at Winnebago Scout Ranch is provided by the Winnebago Council.</p>
<p>5. Liability Insurance &amp; Hold Harmless Agreements– Non-BSA groups must provide a certificate of liability insurance with the policy limits of at least one million dollars naming the Winnebago Council and the Boy Scouts of America as co-insured. Non-Scout youth groups must also sign an organizational hold harmless agreement.</p>	<p>6. Restrictive Activities– No alcohol, illegal drugs, firearms, or fireworks are allowed on Scout property. Groups in Violation will be asked to leave, forfeiting their fees.</p>
<p>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.</p>	<p>8. Damages and Clean Up– The rental group is responsible for all damages and clean up charges. Charges incurred will be at replacement cost plus labor at \$25/hour.</p>
<p>9. Check In/Check Out– All units must check in and out with the Camp Ranger. Check out is completed at the location of the reservation. Check in before 8:30 p.m. on Fridays. Check out by noon of last day of reservation.</p>	<p>10. Tour Permit– Scouting groups must file for a tour permit with the Council Service Center at least 7 days before traveling.</p>
<p>11. Canoe/Kayak Rental– Canoe/Kayak rentals for Scouters are \$7.00 and non-scout members are \$20.00, unless prearranged with the Winnebago Council. Safety Afloat and Safe Swim Defense Plans must be used. Please ask the Council Service Center for brochures. Personal floatation devices must be worn while on the water. Renter is responsible for any damages. Rentals are only permitted for travel within 100 miles of Winnebago Scout Reservation.</p>	<p>12. Rifle/Archery– Reservations for using the gun range must be made at least two weeks prior to event. Firearms will not be used outside of the firing range. Groups using the firearm range must supply their own ammunition and follow the National BSA policy for using fire arms. A certified National Rifle Association Firearms Instructor, BSA Certified Range Instructor, Military or Police Range Certified person must be present and have proof of current certification. Groups using a Winnebago Council BSA Certified Range Instructor may only use Winnebago Council firearms. Groups using outside certified range instructors may bring personal firearms on Council property. All targets must be provided by the group renting the range. Horseplay will not be tolerated. No exceptions.</p>
<p>13. Smoking &amp; Tobacco Products– All buildings and facilities under the Winnebago Council are designated as non-smoking. Smoking outside entrance/exit doors is not permitted at any location and will not be permitted within 100 feet of the participants of any Scouting function.</p>	<p>14. GPS Units– GPS units require a \$100 deposit before they are issued. Cash, check, or unit account are acceptable forms of payment</p>

### Ranger Check Out Report

Unit/Group: \_\_\_\_\_ Leader: \_\_\_\_\_

Facilities Used: \_\_\_\_\_ Number Youth: \_\_\_\_\_ Number Adult: \_\_\_\_\_

Building Clean \_\_\_\_\_ Grounds Clean \_\_\_\_\_ Fire Extinguisher Used \_\_\_\_\_

Damages: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Total Charges: