

# SHORT TERM CAMP FACILITY RESERVATION FORM

## For Council and District Events, Scouting Units and Non-Scout Groups

**ATTENTION: PLEASE NOTE: Your reservation IS NOT SCHEDULED until you receive a confirmation via email, mail or fax. Confirmation of your reservation will be set by May 15<sup>th</sup> for next years dates. Please DO NOT come to camp without the weekend confirmation packet or a Rental Contract for non-Scout groups. (Fees subject to change without notice).**

**Camp Royaneh**  
(Cazadero, CA)

Arrival:

Day: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

Departure:

Day: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ am/pm

Non- Boy Scout Group

Circle: Pack Troop Team Crew Ship # \_\_\_\_\_  
District \_\_\_\_\_  
Council (if not SFBAC) \_\_\_\_\_

If Council/District Event - Name of Event:  
\_\_\_\_\_

Reservation Contact Person:

Address \_\_\_\_\_

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

Phone: Day: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

Adult Leader in Camp:

Address \_\_\_\_\_

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

Phone: Day: ( \_\_\_\_\_ ) \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_

Estimated Attendance:

**FACILITY REQUESTS, CAMP FEES,  
INFORMATION AND INSURANCE  
REQUIREMENTS ON BACK**



Youth (under 21) \_\_\_\_\_ Adults (21+) \_\_\_\_\_

Check if Co-ed Group

Campsite Requested \_\_\_\_\_

Other special requirements/facilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS FOR COUNCIL/DISTRICT EVENTS:**

Staff Advisor: \_\_\_\_\_ Date \_\_\_\_\_

**COUNCIL APPROVAL FOR THIS RESERVATION:**

Date \_\_\_\_\_

Reservation:      Approved      Denied

Approval Conditions: \_\_\_\_\_  
\_\_\_\_\_

**PAYMENT INFORMATION:**

Checks enclosed for fees.

Charge my credit card:

Visa       Mastercard

# \_\_\_\_\_

Exp: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**Received in Office:** \_\_\_\_\_

Mail, email or Fax Reservation form and fees (see back) to:  
SFBAC  
1001 Davis Street  
San Leandro, CA 94577-1514.  
Phone (510) 577-9000 Fax (510) 577-9002  
Date Check to Camping Dept at (510) 577-9218

**Please complete the following facility request information:** \*See requirements list at right

*Building Fees are per 24-hour day*

**Camp Royaneh** -

**Scout/Non-Scout Rate**

Entire Camp Rental per day

\$1400/1900

**Sleeping Accommodations**

- Cooks Cabin ( 20 max) \$ 200/250
- Bunk House (3 max) \$ 35/45
- Health Lodge (8 max) \$ 65/80
- Staff Cabin 1 (8 max) \$ 60/80
- Staff Cabin 2 (8 max) \$ 60/80
- Staff Cabin 3 (8 max) \$ 60/80
- Pioneer Village (54 max) \$ 45/65
- Frontiersman Vill. (40 max) \$ 40/60
- Forester Village (40 max) \$ 40/60
- Plainsman Village (48 max) \$ 45/65

**Non-Sleeping Facilities**

- Kitchen \$ 190/210
- Dining Hall (400 max) \$ 140/160
- Rifle/BB Gun Range \* \$ 50/100
- Shotgun Range \* \$ 50/100
- Archery (see note at top) \* \$ 50/100
- Pool (5/15-10/1) \* \$ 75/110
- Amphitheater \$ 10/20

- [ ] Rifle Target \$ .50 per target
- [ ] Clay Pigeons \$ .50 per clay
- [ ] BB Target \$ .25 per target

**CAMP FEES**

- \$3 per person each calendar day for SFBAC units.
- \$4 per person per person each calendar day for out of council units.
- \$6 per person each calendar day for non-scout units.

Day Use: \$5 per person SFBAC, \$6 O/C

Cost will include per person fees, plus the total facility costs. (Boy Scout Units are required to submit **a \$25 deposit and all building fees with application**. No reservations are approved without deposit.) Deposit is non-refundable.

Girl Scouts are charged at same rates as out of council Boy Scouts.

Non-Scouting groups pay total fees before attending camp, **details will be provided on reservation contract.**

Total Building Fees	+Use fee deposit	=Total deposit due
\$	+\$25	=\$

**Remaining fees are due at camp. Please be sure to bring the final payment check to camp.**

**RESERVATION PROCESS / INFORMATION:**

1. Fill out application completely.
2. Submit form to SFBAC a minimum of three weeks in advance, with fees.
3. Non-Scout groups must be Non-Profit organizations and need to provide non-profit status letter. **(A detailed rental contract, including liability insurance requirements will be sent to your contact person and, must be returned).**
4. Tour Permits are not your camp reservation or confirmation.
5. Balance of fees to be paid directly to camp ranger.
6. Shooting Range usage requires compliance with range operating procedures. These procedures will be sent to you after reservation is confirmed or available on our website ([www.sfbac.org](http://www.sfbac.org)).
7. Swimming requires Red Cross Water Safety Instructor or BSA Safe Swim Defense. Proof of certification will be required on site.
8. Specific campsites may be requested, however, assignment of campsites is at the discretion of the camp ranger.
9. NO ALCOHOL is permitted at Scouting Activities.

**CLEANING / DAMAGE FEE**

Please provide credit card information below for **cleaning/damage fees**. This card number will be held until the Ranger checks your site out prior to your departing from camp. If there is no damage/cleaning to be done when your group leaves then your credit card information will be destroyed. In the event of cleaning/damage you will be notified and your payment processed, plus any amounts in excess of the fee.

Visa  Mastercard

# \_\_\_\_\_

Exp: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**GARBAGE**

Garbage is required to be hauled away by camp users. Those renting the kitchen may deposit their garbage in the dumpster in camp. Those not using the kitchen can leave their garbage by paying a \$50 fee.