

# SHORT TERM CAMP FACILITY RESERVATION FORM

## For Scout Units, District Events, Non-Scout Groups

*ATTENTION: PLEASE NOTE: Your reservation IS NOT SCHEDULED until you receive a confirmation via mail or fax. We will check dates verbally but this is not a confirmation of your reservation. Mailing it or faxing it in is not a confirmation. Please DO NOT come to camp without written confirmation (this form, signed by council for Scout groups, a Rental Contract for non-Scout groups).*

- Camp Royaneh
- Wente Scout Reservation
- Rancho Los Mochos

**BUILDING REQUESTS ON BACK**

**CAMP FEES and DEPOSIT INFORMATION ON BACK**



Arrival: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Departure: Day \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

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

Check if Co-ed Venture Crew

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

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

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

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

Estimated Attendance:  
Male: Youth \_\_\_\_\_ Adults \_\_\_\_\_  
Female: Youth \_\_\_\_\_ Adults \_\_\_\_\_

**BSA LEADERSHIP POLICY:** "Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings."

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

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

\_\_\_\_\_

**APPROVALS FOR DISTRICT/COUNCIL EVENTS:**

Event Chair: \_\_\_\_\_ Date \_\_\_\_\_

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

**COUNCIL APPROVAL FOR THIS RESERVATION:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Reservation:      Approved      Denied

Notes: \_\_\_\_\_

\_\_\_\_\_

**PAYMENT INFORMATION:**

Checks enclosed for deposits.

Charge my credit card: Expiration Date \_\_\_\_\_

# \_\_\_\_\_

Signature \_\_\_\_\_

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

Mail or Fax Reservation form, and deposits (see back) to: SFBAC-BSA, 1001 Davis Street, San Leandro, CA 94577-1514.  
Phone (510) 577-9000 Fax (510) 577-9002  
Date Check to Camping Dept at (510) 577-9203

**Please complete the following facility request information:**

**Building Fees are per 24-hour day**

- \* See requirements list at right
- \*\* \$1 per missing or broken arrow

**Rancho Los Mochos**

|   |                              |       |
|---|------------------------------|-------|
| q | Kitchen                      | \$ 50 |
| q | Dining Hall (125 max)        | \$ 50 |
| q | Teel Lodge (NO sleeping)     | \$ 35 |
| q | West Annex (12 max)          | \$ 60 |
| q | OA Lodge (22 max)            | \$ 50 |
| q | Rifle Range *                |       |
|   | [ ] Rifle \$ .05 round       |       |
|   | [ ] Shotgun \$ .50 per shot  |       |
|   | [ ] BB Gun \$ .25/10 shots   |       |
|   | [ ] Clay Pigeons             |       |
| q | Archery (see note at top) ** |       |
| q | Pool (5/15-10/1) *           | \$ 50 |
| q | Soccer Field                 |       |
| q | Pioneering Equipment         |       |

**Camp Royaneh**

|   |                              |       |
|---|------------------------------|-------|
| q | Kitchen                      | \$150 |
| q | Dining Hall (400 max)        | \$100 |
| q | Cooks Cabin (____max)        | \$ 30 |
| q | Bunk House (3 max)           | \$ 20 |
| q | Health Lodge (8 max)         | \$ 40 |
| q | Rifle Range *                |       |
|   | [ ] Rifle \$ .05 round       |       |
|   | [ ] Shotgun \$ .50 per shot  |       |
|   | [ ] BB Gun \$ .25/10 shots   |       |
| q | Archery (see note at top) ** |       |
| q | Pool (5/15-10/1) *           | \$ 75 |
| q | Amphitheater                 |       |

**Wente Scout Reservation**

|   |   |                  |
|---|---|------------------|
| q | Kitchen                                   | \$150            |
| q | Dining Hall (250 max)                     | \$100            |
| q | Bunk House (6 max)                        | \$ 50            |
| q | Rifle Range *                             |                  |
|   | [ ] Rifle \$ .05 round                    |                  |
|   | [ ] Shotgun \$ .50 per shot               |                  |
|   | [ ] BB Gun \$ .25/10 shots                |                  |
| q | Archery (see note at top) **              |                  |
| q | Waterfront Use *                          |                  |
|   | (Canoes, Rowboats, Kayaks Only) \$ 5 each |                  |
| q | Amphitheater                              |                  |
| q | The Lodge at Wente                        | \$ 250 per night |
|   | See cancellation policy at right.         |                  |
| q | Cabins (Quantity #____)                   |                  |
|   | 4 are available - Sleep 8 each            | \$ 75 each       |
| q | near Lodge                                |                  |
| q | near Dir. Cabin                           |                  |

<sup>1</sup> Catering for The Lodge can be arranged, please call to make arrangements.

**RESERVATION PROCESS / INFORMATION:**

1. Fill out application completely.
2. Submit form to SFBAC a minimum of 3 weeks in advance, with deposits.
3. Non-Scout groups need to provide written statement of purpose of your group. (Reservation form will not be approved on form, a detailed contract, including liability insurance requirements will be sent to your contact person).
4. The Tour Permits is not your camp reservation or confirmation.
5. Balance of unit fees are paid directly to camp ranger or campmaster.
6. Rifle Range use requires NRA certified instructor. Proof of Certification will be requested at camp.  
In accordance with BSA policy, firearms or ammo may not be brought to camp. There are no exceptions to this policy.
7. Archery requires knowledgeable adult in archery safety.
8. Swimming requires Red Cross Water Safety Instructor or BSA Safe Swim Defense. Wente: Boating requires same plus BSA Safety Afloat. Proof of certification will be required on site.
9. Specific campsites may be requested, however, assignment of campsites is at the discretion of the ranger/campmaster.
10. NO ALCOHOL is permitted on B.S.A. property.

**CAMP FEES**

- \$4. per person per weekend for SFBAC units, plus \$2 per person each additional night.
- \$.7. per person per weekend for out of council units, plus \$3. per person each additional night.
- Day Use: \$2 per person SFBAC, \$3 O/C

Cost will include per person fees, plus the total facility costs. (Rental of The Lodge at Wente *includes* camp fee). (Units are required to submit **a \$25 deposit** with application. No reservations are approved without deposit.) Deposit is refundable if notice of cancellation is made 48 hours in advance of arrival time.

Girl Scouts are charged at same rates as Boy Scouts, depending on in or out of council area. Non-Scouting groups pay 1/3 of total fee, details will be provided on reservation contract.

**THE LODGE at WENTE**

A \$125 per night deposit is required for all reservations. Cancellation less than 14 days prior to your start date: deposit is transferable to another date if the Lodge can be rented to another guest for the time of your original reservation. 2 staff cabins (at \$75 each) near corral are optional if available during your reserved dates (each sleep 8 persons).

Reservations which include Saturday night require a 2 night minimum stay.

**CLEANING / DAMAGE DEPOSIT**

A \$100 cleaning/damage deposit is required with your reservation. You may pay by check or credit card. This deposit 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 voided check will be returned to you by mail or your credit card information destroyed. In the event of damage /cleaning you will be notified and your payment processed, plus any amounts in excess of the deposit.

**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.