

Camp Herms Reservation Form

Today's Date _____ Date of Requested Use _____

Unit #/Group _____ Contact Name _____

Contact Phone Number (H) _____ (W) _____ E-mail _____

AREA(S) REQUESTED

Fees are per day. (price 1 = in-council fees, price 2 = out-of-council fees, price 3 = non-scout groups)
Indicate which areas you will be using and circle which fees are applicable to your group.

Buildings: Lodge-Main Hall (\$75, \$125, \$200) Kitchen (\$50, \$75, \$100)
North Room (\$35, \$50, \$100) Craft Bldg. (\$25, \$40, \$75)
Wedding/Reception (\$400 per day - includes Lodge, Kitchen and North Room)

Camping: \$10 camping site fee in addition to usage fee. The usage fees are:

Dogpatch cabins (\$10 ea, \$15 ea, \$20 ea) Rim sites (\$25 ea, \$30 ea, \$40 ea)
Dogpatch site (\$25, \$30, \$40) Redwood Grove (\$35, \$65, \$85)

Activities: Quarry (\$45, \$55, \$65) Lower Field (\$35, \$45, \$55)
Use of entire camp (\$650 per day, \$700 per day, \$800 per day)

ALL FEES MUST BE PAID IN FULL 3 WEEKS PRIOR TO THE ACTIVITY. NO REFUNDS WILL BE MADE TWO WEEKS PRIOR TO AN EVENT. THERE WILL BE A \$10 CANCELLATION FEE FOR ALL CANCELLATIONS. RESERVATIONS WILL BE SUBJECT TO CANCELLATION UNTIL THE ACTUAL RESERVATION FORM IS RECEIVED IN THE COUNCIL OFFICE.

IF YOU ARE WISHING TO HAVE A CAMPFIRE, YOU MUST GET A FIRE PERMIT. PLEASE CALL CAPTAIN MICHAEL BOND AT (510) 215-4450 TO GET YOUR PERMIT. THE INSTRUCTIONS ON THE FIRE PERMIT MUST BE STRICTLY AHDERED TO. YOU MUST BRING YOUR FIRE PERMIT WITH YOU TO CAMP.

Time of arrival _____ Time of departure _____

of Scouts in camp _____ # of Adults in camp _____

Total Fees Owed _____ Amount Paid _____

Check out by Ranger/Caretaker

- Leaders, accompanied by the ranger/caretaker, will inspect the areas of use, restrooms and equipment before leaving camp. All areas must be left in as good of condition as they were found, if not better.**
- If the leader fails to have the inspection made, the unit will be responsible for all damages and will be billed a minimum of \$50.00 for cleanup.**

LEADER'S SIGNATURE _____

Clean Up Requirements

Charges for use of facilities at Camp Herms are based on YOU taking responsibility for a complete and thorough cleanup of all areas used. If you fail to do this or do an incomplete job, you/your organization will be billed a minimum of \$50 and will not be able to make facility reservations again until the bill is paid. **IN ORDER TO AVOID BEING CHARGED**, you should complete the tasks indicated on the checklist below for all areas used, sign it at the bottom and give to the caretaker before leaving. The caretaker's residence is the small brown building just above the parking lot. Or, if he cannot be found, leave it in the white mailbox at the entrance to the camp.

Lodge:

Main Room:

- Sweep floor.
- During wet weather, if mud is tracked in, mop the floor (mops behind lodge on outside wall).
- Remove trash from trash barrels and place into dumpster behind lodge. Replace liners in trash barrels.
- Put tables and chairs back into storage the way you found them.
- Check entire room to see that you are leaving NOTHING behind.
- Turn down thermostat and turn off ceiling fans.

Kitchen:

- Sweep **AND** mop floor (mops just outside back door on the wall).
- Wash/dry all kitchen utensils, pots and pans used **AND** put them back where you got them.
- Put back all kitchen items (coffee makers, salt and pepper, etc.) where you found them.
- Wash and wipe all counter top surfaces.
- Remove trash from trash barrels and place into dumpster behind lodge. Replace liners in trash barrels.
- Check to see that the oven/stove and fan are turned off.
- Check entire kitchen, including refrigerator, to see that you are leaving NOTHING behind.
- Lock back kitchen door.

North Room:

- Sweep floor. During wet weather, if mud is tracked in, mop the floor (mops behind lodge on outside wall).
- Remove trash from trash barrels and place into dumpster behind lodge. Replace liners in trash barrels.
- Check entire room to see that you are leaving NOTHING behind.
- Bring in firewood to replace any used.

Lodge Bathrooms:

- Remove trash from trash barrels and place into dumpster behind lodge. Replace liners in trash barrels.
- Clear floor of debris/litter.

If your group size was 20 or more:

- Clean toilet bowls (cleaners located in closet off of bathroom hallway).
- Clean sinks.
- Sponge mop the floor (sponge mop located outside back door on wall or in kitchen).

Lower Field, Dog Patch and Upper Rim Sites:

PLEASE NOTE: Absolutely no cars are allowed on the SERVICE ROAD leading to the lower field. You must carry all your gear down to this area.

- Remove trash from bathrooms and place into dumpster behind lodge.
- Do a careful check of entire area and remove all litter.
- Completely extinguish and clean up campfire areas.
- Leave the area as you found it or better.

I have completely and thoroughly cleaned all the areas that I have checked above.

Signature

Organization/Troop

Unit Copy