

Parker Scout Reservation

Camp Usage & Rental Confirmation Form

for all Scout Groups

Please submit this completed form with deposit check made payable to:
 Central Minnesota Council, BSA • 1191 Scout Drive • Sartell, MN 56377
 All other fees are due one week prior to usage.

Group Name _____ Male (youth) _____ Adult _____
 Female (y) _____ Adult _____

Total Group Size _____

Arrival Date: _____ Approx. Time: _____ Departure Date: _____ Approx. Time: _____

Primary Contact: (should be group organizer)

Secondary contact: (name of person attending event)

Name _____

Name: _____

E-mail: _____

E-mail: _____

Phone: _____

Phone: _____

Address _____

Address _____

City/St/Zip: _____

City/St/Zip: _____

Facilities Requested: (color in triangles to complete your reservation requests)

Totals

- | | | | |
|---|-----------|---------|-------|
| ◇ (14) Campsites available – primitive camping – drinkable water, fire ring, outdoor latrine, | Qty _____ | @ N/C | _____ |
| ◇ (4) Family campsites – w/electrical and water hookup | Qty _____ | @ \$ 35 | _____ |
| ◇ BBQ pit / picnic shelter – large pit and staging area, shelter sits about 300 | | @ \$ 50 | _____ |
| ◇ Council Fire Ring – ampi theater style with bench seating for about 250 | | @ N/C | _____ |
| ◇ Outside Chapel – covered seating for about 80 (extra chairs available at site) | | @ N/C | _____ |
| ◇ Beach - (must provide certified adult) | | @ N/C | _____ |
| ◇ Day use of Facilities – (no buildings occupied) Plus \$1 per person attending | | @ N/C | _____ |
| ◇ Archery Range – includes equipment for 16 stations (right & left hand bows available) - Need RSO | | @ \$100 | _____ |
| ◇ BB Gun Range – includes mats, targets, BB's, and safety equipment for 16 stations - Need RSO | | @ \$100 | _____ |
| ◇ Shower house – Female / Male shower areas, with male youth and adult separation - (May to Sept) | | @ N/C | _____ |
| ◇ Parker Lodge – heated, sleeps 25, 1 bathroom (summer only) | | @ \$125 | _____ |
| ◇ Craft Lodge – heated, sleeps 25, outside latrine (year around use) | | @ \$125 | _____ |
| ◇ Dining Hall w/kitchen – seats 150 , 3 bathrooms, | | @ \$150 | _____ |
| ◇ Miller Castle - \$10 per person, minimum charge \$500 (roster X \$10 = total charge) – Bunks 80 people | | @ \$TBD | _____ |

Equipment Requests:

- | | | | |
|--|-----------|---------|-------|
| ◇ 8 Canoes – 2 paddles and 2 life vest provided | Qty _____ | @ \$ 10 | _____ |
| ◇ 8 Canoes – w/trailer (\$125) weekly rate / \$75 weekend rate | | @ \$ | _____ |
| ◇ Rowboats – 2 oars, and life jackets for everyone (needs adult supervision)
(Life vests will be provided at no extra cost) | Qty _____ | @ \$ 5 | _____ |
| ◇ Bicycles – helmets provided (equipment needs to be checked before and after use) | Qty _____ | @ \$ 5 | _____ |
| ◇ Snow Shoes – 8 youth and 9 adult sets | Qty _____ | @ \$ 5 | _____ |
| ◇ Cross Country Skis – youth and adult sizes | Qty _____ | @ \$ 5 | _____ |

Deposit Amt _____

Total all fees (_____)



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Check-Out Checklist



Unit or Group: _____ Arrival Date: _____ Departure Date: _____

Contact Person: _____ Home Phone: (_____) _____

To receive a full deposit refund, please complete all of the items listed below:

1. Fires are watered, stirred, completely extinguished, and cold to the touch.
2. Thoroughly inspect areas for trash. Bag all trash and put in dumpsters in the maintenance area.
3. Clean, sweep, and (if necessary) mop latrines.
4. Rental Equipment:
 - Clean all rental equipment and return it to the Camp Caretaker or Campmaster.
 - Inventory paddles and life jackets and return them to the dining hall basement.
5. Rental Buildings:

<p>All Buildings</p> <ul style="list-style-type: none"> <input type="radio"/> Turn off water faucets. <input type="radio"/> Close and lock windows. <input type="radio"/> Spot-clean glass - windows and doors. <input type="radio"/> Clean bathroom sinks, mirrors, toilets; replace toilet paper and paper towels. <input type="radio"/> Sweep and mop all floors. <input type="radio"/> Dump trash and replace liners. 	<p>Dining Hall and Kitchen</p> <ul style="list-style-type: none"> <input type="radio"/> Wash, dry, and put away dishes. <input type="radio"/> Clean oven - see instructions. <input type="radio"/> Clean and oil grill - see instructions. <input type="radio"/> Clean stove and grill drip pans. <input type="radio"/> Clean counters and stove tops. <input type="radio"/> Clean refrigerators and freezers. <input type="radio"/> Clean and mop restrooms. <input type="radio"/> Sweep, scrub, and mop granite floor. <input type="radio"/> Sweep and mop dining hall floor.
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6. Return all tools and keys to the Camp Caretaker or Campmaster.
7. Ask the Camp Caretaker or Campmaster to inspect all rented areas and equipment.

Checked-out by: _____ Date: _____
(Camp Caretaker or Campmaster)

Deposit Refund: Full Refund. Total fee to be deducted from deposit: \$ _____

CASTLE CLEAN UP CHECK LIST

KITCHEN

- Wash and put away dishes, pots, etc.
- Sweep and wet mop floor
- Clean stove and griddle
- Use paper towels and stainless steel cleaner to polish surfaces

GREAT ROOM

- Clean tables (tops and sides) use the brushes found in the kitchen
- Wipe down chairs
- Stack Chairs and tables
- Sweep and wet mop floors
- Rinse mop bucket and hang mops to dry

RESTROOMS

- Use brush to clean and disinfect sinks, toilets, and urinals
- Sweep and wet mop showers, restrooms (using designated brooms and mops)
- Clean mirrors
- Lysol, toilet cleaner, buckets, brushes, latex gloves, are located in storage next to stage. Use and return, report any shortages.

BUNK HOUSE AND HALLWAY

- Sweep and mop floors
- Wipe down any mattresses with stains and footprints, etc.

LEADER ROOMS

- Use brush to clean and disinfect toilet, showers, sinks
- Sweep and mop floors

GENERAL

- Take garbage to dumpster at ranger's house
- Remove your food from refrigerator and wipe up any spills
- Turn out lights
- Police grounds for trash
- Please impress on your group that only bodily waste and toilet paper are to be flushed down the toilets. We had had problems with individuals flushing the plastic toilet paper rolls and other items down the stools. This results in a \$325 repair bill which will be charged to the unit. **Be aware.**

CHECK OUT APPROVAL

Signed for the Council	Date	Unit Leader in charge
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NOTES

Camp Caretaker:	Tom Ebinger	218-838-9756
Camp Director:	Bob Pederson	320-248-0510
Scout Executive	Dave Trehey	320-492-0954