

TERMS & CONDITIONS

1) FEES:

Each property is subject to its own fees and pricing. Where available, food and activity charges will be based on per-person or per-group costs. At times, we may create packages that include facilities and activities.

2) RESERVATIONS:

Reservations must be made and full payment received no later than 30 days prior to the guest's arrival date. If final payment is not received by this time, the reservation will be cancelled.

Groups will not be allowed to reserve more than one property for the same dates.

Girl Scouts of Colorado may update their fees without notice. Once a property has been secured with a deposit, the price will not be subject to any fee updates.

3) DEPOSITS:

At the time of booking a non-refundable deposit of 20% of the property reservation cost must be placed to secure the reservation. This deposit goes toward the total price of the reservation and is not refunded under any circumstance, including cancellation. Cleaning fees are considered part of the deposit.

4) SERVICE UNIT CAMPS:

Guests who are running a "Service Unit Camp", (or any camp in which the host troop will be charging a registration fee) at a Girl Scout property must reserve all sites at that property that are open during the dates requested. If all sites are not available for the requested dates, service units or troops must choose an alternate date for their camp. Guests who are planning a "Service Unit Camp" may not cancel specific sites if they do not receive enough registrations to fill the full property and must still pay for all sites for the dates, they will be running a camp.

5) FAMILY CAMPS:

Guests who are running an "Family Camp" at a Girl Scout property must reserve all sites at that property during the dates requested, even if you do not intend to use them all. If all sites are not available for the requested dates, Family Camps must choose an alternate date for their camp or require that all adults in attendance either are registered Girl Scout Members, and/or have an eligible background check. Guests who are planning a "Family Camp" may not cancel specific sites if they do not receive enough registrations to fill the full property and must still pay for all sites for the dates, they will be running a camp. If all your adult attendees are not registered Girl Scout members, or if you plan on inviting siblings that are not Girl Scout members, we may

require that you purchase additional insurance for your reservation and secure the entire property.

6) TRANSFERS:

Transfers are permitted up to 60 days prior to a guest's arrival date. If a transfer is requested at least 60 days prior to the reservation date, the full money paid will be transferred to a new reservation. No transfers will be accommodated less than 60 days prior to a guest's arrival date. Transfers must be requested by contacting **property.reservations@gscolorado.org** or 303-607-4843. Deposits may only be transferred to a new reservation once.

7) REFUNDS:

If a reservation is cancelled before 60 days prior to a guest's arrival date, they will forfeit their deposit of 20%, but will be refunded all other fees. If a reservation is cancelled within 60 days of a guest's arrival date no refunds will be given, including cleaning fees.

Full refunds will only be granted if the reservation was cancelled by Girl Scouts of Colorado, or in the event of adverse weather conditions that prohibit safe travel. If a guest must cancel their trip due to weather conditions, they must contact the Site Manager of the Property or a Girl Scouts of Colorado Council Office no later than the day before their planned arrival. The contact information for each Property can be found in the Welcome Letter provided, as well as on our website.

8) CHANGES TO RESERVATIONS:

Changes to reservations are permitted up to 60 days prior to a guest's arrival date. This includes removing, changing, or adding sites or buildings, or changing the dates of the reservation. No changes are allowed within 60 days of a guest's arrival. Guests who are running a "Service Unit Camp" (or any camp that collects a registration fee) may not remove any sites or buildings from their reservation. If a user makes a change to their current reservation, such as cancelling certain days booked during their stay or cancelling cabins already reserved within their booking, we require a notice no less than 60 days prior to the check-in date. There will be no option to rebook the same property or sites for the days that have already been cancelled. There will be no refund for the days/sites that have been dropped. Please note that all Thursdays that are booked as part of weekend reservations cannot be cancelled and no refunds will be given.

9) ACTIVITIES:

Activities vary by location and may not be offered at all Properties. Staff-led activities are subject to staff availability. Activities must be requested through the *Activity Request Form* no later than 60 days prior to the guest's arrival date. Any submissions received within 59 days of a guest's arrival will not be accommodated. If the reservation is made less than 60 days from the

arrival date the request must be completed within a week from the booking date. After the *Activity Request Form* is received, activities will be verified with the camp director and guest. Any changes to staff-led activities must be communicated with the camp staff more than 15 days prior to a guest's arrival. Within 15 days of a guest's reservation, only additions to activities will be permitted.

10) FOOD SERVICE AND COOKING FACILITIES:

Tomahawk Ranch

- a) Food Service is available and encouraged for guests year-round. Guest staying in the cabins may use the kitchen facilities in the cabins.
- b) Food Service for Tomahawk must be requested through the Food Service Request form no later than 60 days prior to the guest's arrival date. Any Food Service Forms completed with less than 60 days' notice or any additional people added to requests already made will incur a \$5 per person late charge. Food Service Forms completed with less than 15 days' notice will not be accommodated. If the reservation is made less than 60 days from the arrival date the request must be completed within a week from the booking date.
- c) Once the Food Service Form has been submitted, changes can be made up to 15 days prior to the event, and must be submitted to the Property and Outdoor Program Administrator at property.reservations@gscolorado.org. After 15 days, only additions to Food Service will be permitted. No deletions will be accommodated.
- d) A complete list of allergies must be provided no later than 15 days prior to the event. Any allergy information given past this deadline may not be accommodated.
- e) No refunds will be given if the actual number of attendees is less than the reported number. If a group arrives with more people than reported, Girl Scouts of Colorado may not be able to accommodate them, and groups will be responsible for paying any additional fees.
- f) Girl Scouts of Colorado are not responsible for illnesses that result from guest's food choices.

Sky High Ranch

Year-round guests staying in the Lodge will have use of the kitchen in the facility. Guests staying at Troop House have access to a kitchenette, or may cook outdoors. All other sites have a fire pit for outdoor cooking, or may use tabletop propane stoves.

Meadow Mountain Ranch

Guests staying in the lodge will have access to the industrial kitchen in the facility. Guests who will be staying in the tabins or at the tent sites will have access to a fire pit for outdoor cooking, or may use tabletop propane stoves.

Lazy Acres

Guests staying in the lodge will have access to the industrial kitchen in the facility. Guests who will be staying in the cabins will have access to a fire pit for outdoor cooking, or may use tabletop propane stoves.

Hamp Hut, Pawnee Lodge and Twisted Pine

Guests are welcome to use the kitchen facilities for meals.

11) CAPACITIES AND DAY USE:

Guests must follow all capacities as listed in the item description. Buildings reserved for day use must be used solely during the day, and no guests are permitted to sleep in those buildings in any circumstance. Guests may email property.reservations@gscolorado.org if they are unsure of the capacity of a facility.

13)CLEANING /DAMAGE / LOST KEYS :

All overnight reservations are charged a cleaning fee at the time of booking. At the discretion of the Site Manager/Camp Director, the cleaning fee is subject to a full or partial refund. This is dependent on whether the group has met the standard of cleanliness as laid out in the Welcome Letter.

If a guest arrives at a property and the property was not completely cleaned before their arrival, please email property.reservations@gscolorado.org, so that the troop or group who was at the property before them will be assessed the appropriate fees.

Girl Scouts of Colorado will assess a \$50 charge per missing key. This is to ensure that our Properties are kept safe and secure.

14) ADDITIONAL POLICIES:

1. Weapons, alcoholic beverages, illegal drugs and marijuana are not permitted on Girl Scouts of Colorado Properties. Exceptions for alcohol for specific events require pre-approval by the Chief Outdoor Program and Property Officer, COO, or CEO.

2. Cigarettes, e-cigarettes, chewing tobacco and other tobacco products may only be used in the designated smoking areas, and adults are reminded that using tobacco in front of Girl Scouts is

against council policy. Smoking is not allowed on property at any GSCO property and guests must leave the site to smoke at these properties.

3. All personal property, including sports equipment and electronics, is the responsibility of the owner and Girl Scouts of Colorado is not responsible for lost or damaged personal items.

4. Respect Girl Scout of Colorado Properties by following the [Leave No Trace principles](#). Guests should plan ahead and prepare, leave what they find, respect wildlife, minimize campfire impacts, travel and camp on durable surfaces, dispose of waste properly, and be considerate of other visitors. It is not appropriate to pick flowers, dig up plants, or break or cut green limbs on trees or shrubs. Please refrain from feeding or touching the wildlife.

5. Girl Scouts of Colorado has the authority to place fire bans on any of their Properties. Users must abide by all Girl Scouts of Colorado, USDA Forest Service, and other Governing Authorities fire bans.

6. Service/EMS Dogs: Pets are not permitted on Girl Scouts of Colorado Properties. Service and EMS animals are permitted but guests must alert the Site Manager before their stay, provide the proper documentation and reasoning for their service/EMS animal and submit an up to date vaccination record. If you fail to follow these rules, there will be a fee of \$50 added to the reservation. While on property, service animals must be leashed, owners must clean up after the dog and any damage or additional cleaning staff has to attend to due to a service/EMS dog being on property will result in a minimum fee of \$50 dependent on the cleaning/damage documented.