



Girl Scouts of Colorado
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**HANDBOOK FOR
SITE USERS**

- Grand Junction
- Hamp Hut
- Lazy Acres
- Magic Sky Ranch
- Meadow Mountain Ranch
- Pawnee Lodge
- Sky High Ranch
- Tomahawk Ranch
- Twisted Pine

This handout provides information on check-in, check-out, site regulations, emergency procedures, expectations, policies, and other basic information to help you have an enjoyable stay.

Please read this carefully before you leave home.

Contents

Fees	4
Reservations:	5
Cancellations and Transfers:	5
Service Unit Camps:	6
Food Service:	6
Activities:	7
Site Managers' Contact Information	7
Property Employees' Contact Information	8
Property Key Deposit Procedures	8
Before Arrival	8
Arrival at Site	9
Hamp Hut	9
Lazy Acres.....	10
Magic Sky Ranch	10
Meadow Mountain Ranch	11
Sky High Ranch.....	11
Tomahawk Ranch	11
Twisted Pine.....	12
Check-Out	12
Hamp Hut	13
Lazy Acres.....	13
Magic Sky Ranch	13
Meadow Mountain Ranch	13
Sky High Ranch.....	13
Tomahawk Ranch	14
Twisted Pine.....	14
Cleaning/Damage Fee	14
Vandalism Statement	14
Policies	15
Site Regulations	15
Wildlife	17
Cougars/Mountain Lions	18
Summer Storms	18
Lost Campers	19
Fires	19
On Site	19
Outdoor Fires	20
Indoor Fires	20
Security and Safety Precautions	20
Insurance	21
Health Emergencies	21
Instructions for Leaders in case of Accident or Emergency	21
In case of a serious accident or life threatening emergency:	21
If an injury is more serious than routine minor cuts, bruises and bumps, but is NOT life threatening:	22

TO REPORT A SERIOUS ACCIDENT:	22
Grand Junction	23
Hamp Hut	23
Lazy Acres	24
Magic Sky Ranch	24
Meadow Mountain Ranch	24
Pawnee Lodge	25
Sky High Ranch	25
Tomahawk Ranch	25
Twisted Pine	26
Road Conditions	26
Gasoline	26
Winter Roads	26
Property information and site descriptions	27
Grand Junction	27
Hamp Hut	27
Lazy Acres	27
Magic Sky Ranch	28
Meadow Mountain Ranch	28
Pawnee Lodge	29
Sky High Ranch	30
Tomahawk Ranch	31
Twisted Pine	31
Food Service and Dishwashing Procedures	33
Food Handling and Preparation	33
Liquid Waste and Grease	33
Dishwashing Procedures	33
Hand washing dishes	33
Mechanical dishwashers	34
Camp Lodge and Cabin Check-Out	35
Tent, Tabin, and Shelter Area Check-Out	36

Girl Scouts of Colorado Site Use Philosophy Effective September 1, 2012 Revised October 30, 2017

Girl Scouts of Colorado has listened to the requests of our members and conducted an analysis of our property usage policies and fees. In response, we have restructured the policies and fees to be more affordable and flexible for our users. Like our founder, Juliette Gordon Low, we want to encourage our members to experience the outdoors and discover the world around us. Girl Scouts of Colorado is so lucky to own property in some of the most beautiful areas of our state. These are your properties, so come out and enjoy them!

Our Girl Scout properties are a valuable and unique asset. We encourage all our members to enjoy the opportunities that our properties can provide. We want to make the use of property an easy, meaningful, and fun experience by assuring that:

- Our properties are safe, warm and welcoming;
- We have the right resources, including funding and staff, to assure a pleasant experience;
- We provide the right mix of services, programs and activities to meet the needs of our users;
- Property is both financially and physically accessible; and
- Property use remains flexible and marketable, and is our member's and staff's first choice for use.

Based on the above, we have established the following use criteria.

Fees

1. Fees are set by looking at costs as well as competitive markets, such as similar camps or retreat facilities, YMCAs and other sites. Because more use of our properties brings in more revenue and enables us to keep fees reasonable for everyone, we want to be able to fill our facilities using Girl Scout-related groups as well as outside users. **Our first priority remains making our properties available to our girls and volunteers.**
2. While fees are based on amenities and levels of service, we want users to choose based on the experience rather than the cost. While more rustic facilities with a "pit latrine" may be less costly than a winterized cabin with indoor flush toilets, the choice of site should be made based on the desired experience.
3. We set fees based on individual buildings or sites rather than requiring a reservation for an entire unit or group of buildings/camp sites. This can lower the cost for a smaller group but may require that groups share a fire ring, field kitchen or other common facilities. Non-Girl Scout groups, however, must reserve

the full property for their events, to comply with insurance and child care licensing requirements.

4. Fees will be based on the facility. Separate charges can be established for available activities such as archery, teambuilding, stargazing, small animal farm tours, etc. Food charges are based on per person costs.
5. Some of our properties do not have site staff and have lockbox access. Currently, this applies to the Grand Junction Office, Hamp Hut, Lazy Acres, Pawnee Lodge, and Twisted Pine. If the key is **not** returned, Girl Scouts of Colorado will assess a \$50 charge per missing key. If the key is returned, there will be no extra charge.
6. The cost of maintaining our property needs to be reflected in the fees that we charge users. The best way to minimize fees is to spread the costs over increased use. We have enough capacity to serve our current girls and troops, plus additional unused capacity that can be marketed to related and unrelated users. We have established a tiered fee structure based on our mission-driven priority of service to Girl Scouts. In setting fees, we focused on who we are here to serve and how site users help support and share the costs of maintaining properties.
 - a. **Tier One** – Troops and Service Units
 - b. **Tier Two** – Nonprofits
 - c. **Tier Three** – Non-Girl Scout use

All Girl Scouts of Colorado Properties are open to all registered Girl Scout troops.

Reservations:

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

1. Any changes to lodging must occur **60 days prior to the guest's arrival date**. This includes removing, changing, or adding sites or buildings, or changing the dates of the reservation. All changes must be submitted by emailing property.reservations@gscolorado.org.
2. Any changes food service, or activities must occur **15 days prior to the guest's arrival date**. Within 15 days of a guest's reservation, only additions will be allowed. No deletions will be accommodated. All changes must be submitted by emailing property.reservations@gscolorado.org.
3. Groups will not be allowed to reserve more than one property for the same date.

Cancellations and Transfers:

We appreciate that life throws curve balls. We want to balance being flexible with filling our properties. Any cancellations or transfer requests must be submitted to the Property and Outdoor Program Administrator by email at property.reservations@gscolorado.org or by calling 303-607-4882. Guests may transfer reservations to any other property at any date, depending on availability. If GSCO cancels a reservation because of weather or

unpredictable circumstances, we will try to place the troop at another property or facility or change the timing to meet the needs of the group. We will refund any difference in fees, and if we are unable to place the group, there will be a full refund.

1. If the user cancels **more than 60 days** prior to the guest's arrival date the user will forfeit their deposit, however all other fees will be refunded.
2. If the user cancels **less than 60 days** prior to the guest's arrival date the full amount will be forfeited.
3. If the user cancels due to weather conditions, they must contact the site manager using the contact information provided on page 7, or the office by email at property.reservations@gscolorado.org, or phone at 303-607-4882. We will refund your payment if there were significant **safety issues** due to travel concerns.
4. If the user requests a transfer **more than 60 days** prior to the guest's arrival date all money paid will be transferred to the new reservation.
5. Deposits can only be transferred to a new reservation, and may not roll to an existing reservation. Deposits may only be transferred to a new reservation once.
6. No transfers will be accommodated less than 60 days prior to a guest's arrival date.

Service Unit Camps:

Guests who will be 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 not all sites are available for the requested dates, service units or troops must choose an alternate dates for their camp. Guests who are planning a "Service Unit Camp" may not cancel specific sites if they do not receive enough registration to fill the full property and must still pay for all sites for the dates they will be running a camp.

Food Service:

Food service is **encouraged** for guests staying at Tomahawk Ranch. Food service must be requested through the Food Service Request Form **no later than 30 days prior to the guest's arrival date**. The Food Service Form can be found at www.girlscoutsofcolorado.org/en/for-volunteers/forms-and-resources/food-service-request.html. Any Food Service Requests that are completed later than 30 days prior to the guest's arrival date will be subject to **\$5 per person late fee**. Once the Food Service Form has been submitted, changes may be made up to **15 days prior to guest's arrival date**. Changes must be submitted by emailing property.reservations@gscolorado.org, or by calling 303-607-4882. All dietary restrictions and allergies must be reported no later than **15 days prior to the guest's arrival date**, either through the Food Service Request Form, or by contacting the Property and Outdoor Program Administrator.

No refunds will be given if the actual number of attendees is less than the reported number. If you arrive with more people than reported, Girl Scouts of Colorado may not be able to accommodate them. If you arrive with more people than reported, Girl Scouts of Colorado will invoice the group for the additional guests. Girl Scouts of Colorado and Mountain Berry Culinary are not responsible for illnesses that result from guest's food choices. Guests who

choose not to participate in the food service program at Tomahawk may not eat in the Dining Hall. If weather prevents outdoor cooking, the kitchen staff will not be able to accommodate guests in the Dining Hall if guests have not purchased food service in advance.

Food service may be available at Sky High Ranch or Magic Sky Ranch, depending on the availability of Mountain Berry Culinary's staff. Guests should email Mountain Berry Culinary directly at christina@mountainberryculinary.com if they would like to request more information about food service at either property.

Food service is **not** available at Hamp Hut, Lazy Acres, Meadow Mountain Ranch, Pawnee Lodge, Twisted Pine, or the Grand Junction Service Center.

- a. There are varied kitchen facilities available at Hamp Hut, Twisted Pine and Pawnee Lodge, as well as in the lodges at Sky High Ranch, Meadow Mountain Ranch and Lazy Acres.
- b. Guests staying in the cabins, tents or tabins at Sky High Ranch, Lazy Acres, and Meadow Mountain Ranch, as well as the Seasonals at Magic Sky Ranch and Tomahawk will have an option to do their own cooking outdoors, subject to fire restrictions and/or other safety concerns. Every attempt will be made to let the users know prior to their arrival if there are restrictions, however guests should use the information provided in the site-specific welcome letter received to check fire restrictions before their stay. If fire restrictions are currently in place, users will need to adjust their plans.

Activities:

Council-sponsored programming options are currently offered at Tomahawk Ranch and Sky High Ranch. Staff-led activities are subject to staff availability. Activities must be requested through the Activity Request Form, no later than **30 days prior to the guest's arrival date**. The form can be found at www.girlscoutsofcolorado.org/en/for-volunteers/forms-and-resources/activity-request.html. Guests will be contacted regarding their requested activities two weeks prior to their reservation. Activities will be invoiced after they have been verified with the camp staff and the guest.

GSCO may update their fees without prior notice. Once a reservation has been secured with a deposit, the price will not be subject to any fee updates.

Site Managers' Contact Information

Magic Sky Ranch	John Parker: 970-493-6789
Meadow Mountain Ranch	David Fischer: 303-747-2512
Twisted Pine	Wendy Edwardson: 303-885-6506
	Phone Number at Twisted Pine: 303-526-0696*
Tomahawk Ranch	Terry and Nancy Ropken: 303-838-5407
Sky High Ranch, Lazy Acres, and Hamp Hut	Scott Washington: 719-649-0289

Pawnee Lodge
Grand Junction

Myrnan Fronczak: 303-607-4860
Laura Johnson: 970-243-9008

*The phone at Twisted Pine is available to receive phone calls, however guests will not be able to retrieve messages.

The Site Managers live on the property at Magic Sky Ranch, Meadow Mountain Ranch, Tomahawk Ranch, and Sky High Ranch. The Site Manager for Hamp Hut and Lazy Acres lives on property at Sky High Ranch, and the Site Manager for Twisted Pine lives offsite. Site Managers are available to assist site users regarding their respective properties. While you are on the site, they are “on call” for emergencies at all times, and are available for information and non-emergency assistance between 8:00 a.m. and 8:00 p.m.

Property Employees' Contact Information

Team Member	Position	Phone Number
Myrnan Fronczak	Property and Risk Management Director	303-607-4860
Marlene Bruno	Sr. Admin Support Specialist	303-607-4865
Annie Stoneburner	Property and Outdoor Program Administrator	303-607-4882
Lindsay Standish	Chief Outdoor Programs Officer	303-607-4846

Property Key Deposit Procedures

Some of the GSCO properties do not have Property Site Managers on site and have lockbox access. Currently, this applies to Pawnee Lodge, Hamp Hut, Twisted Pine, and Lazy Acres. At the Grand Junction Office there is a lockbox on property for use outside of regular office hours. Prior to your arrival, you will receive the code to the lockbox for the property. The location of the lockbox and instructions for lockbox use can be found in the property's welcome letter. We ask that the key be returned to the lock box to keep our properties safe and secure. If the key is not returned, a fee of \$50 will be charged to the user.

Before Arrival

1. Guests are expected to complete all required trainings before their arrival. All Girl Scout groups must have at least one adult who has completed the Overnight Trips class, and one adult who is First Aid/CPR certified. First Aid/CPR certification must include AED. If guests will be cooking outdoors at least one adult will need to take Cooking & Camping before their arrival.
2. All forms should be completed and submitted, including the Trip Notification Form, which can be found at <http://www.girlscoutsofcolorado.org/en/for->

[volunteers/forms-and-resources/trip-notification.html](#), and the Food Service Request Form and the Activity Request Form, if applicable. The Trip Notification form must be completed no later than **14 days prior to a reservation**. If a guest does not complete the Trip Notification form, their reservation may be cancelled.

3. Guests will receive a copy of the welcome letter for the property prior to their stay. The welcome letter and Handbook for Site Users should be read thoroughly by the guest.
4. If you wish to visit the site before your arrival date, please contact the Site Manager. They will make arrangements for you to visit at a time when no group is at the site. The Site Manager or the Property and Outdoor Program Administrator can answer any additional questions that you may have about the property or your stay.
5. All guests must designate an at-home contact, and make sure they have the site phone number, directions to the site, and a list of those attending with their contact information and emergency contact phone numbers.
6. Sites are available for you at 3:00 p.m. or later on the first day of the reservation. Check-out is no later than 2:00 p.m. on the last day of the reservation.

Arrival at Site

All of our GSCO properties have different procedures for check-in and arrival. Please read all instructions for the property that you will be staying at.

Hamp Hut

1. There is no Site Manager who lives on property – guests are responsible for checking themselves in and out.
2. Upon arrival onsite, retrieve the keys from the lockbox on the post with the street address.
3. Unlock and open gate while your party arrives. After your party has arrived, close and lock the gate.*
4. There is space for up to six vehicles at Hamp Hut. Please park in the dirt driveway in front of Hamp Hut. Leave the driveway entrance open for the park rangers. Do not park outside the gate cable, in front of the shed in the back area of the parking lot, by the maintenance building, or in front of the trash bin.
5. Per new rules from the City of Colorado Springs, the gates to the Garden of the Gods park will be closed starting at 9:00 p.m. (November—May) or 10:00 p.m. (May—October) until 5:00 a.m. every day. All guests staying at Hamp Hut must arrive prior to the park gate closing.
 - a. In the case of an emergency (such as a fire, a weather emergency, or an illness/accident) there is an emergency key to open the gates to the park in Hamp Hut, inside a lockbox labelled as the gate key for emergency exit. The code to this lockbox will be the same as the code for the lockbox to get into the property. Guests may use this key to exit the park if the gates are closed.
 - b. Guests are not permitted to use this key except for in case of emergency. If you must exit the park in an emergency and must use the park gate key, contact the Site Manager immediately.

* If the gate is unlocked when you arrive, please leave it unlocked. There are maintenance men who work on the property, and they will lock the gate after they have left.

Lazy Acres

1. There is no Site Manager who lives on property – guests are responsible for checking themselves in and out.
2. Upon arrival onsite, retrieve the keys from the lockbox inside the gate on a post.
3. Unlock the silver and blue padlock to open the gate. The gate may remain open while you are waiting for your full party. After your party has arrived, close and lock the gate. Return the keys to the lockbox, as there may be additional groups on site.
4. Please lock the cable on the gate correctly. Close the gate, and put the loop of the cable over the metal fence post, then run the chain through the loop, around the fence post under the cross bar, and lock the padlock. Replacing the lock properly is a National Forest Service regulation and groups will be fined up to \$100.00 if the lock is not replaced correctly.
5. Cars may be driven to the units for unloading. After unloading, park vehicles on the right side of the road going up the hill, near the main lodge, with the front of your car pointing towards the exit.
6. There is a lockbox at each site with the keys specific to that site, as well as a lockbox on the door to the lodge, with the keys to the lodge. Use the lockbox codes that were provided to you prior to your reservation for the sites you have reserved.

Magic Sky Ranch

1. On the Monday before your arrival, the Site Manager at Magic Sky Ranch will contact you with information on the site rules and regulations, driving directions, and other pertinent information. Guest is responsible for reading the information in full, as well as distributing it to anyone in the group who needs the information.
2. Once you have arrived on property, there will be signs with your group name, directing you to your designated site.
 - a. For large groups: The Site Manager will set up a check-in station at the Activity Center. Groups will be responsible for all cabin assignments, and must provide the Site Manager with a list of what troops and leaders are in which cabins.
3. Orientation time will be prearranged with the Site Manager before your stay.
4. Guests will then drive to their site to unload. Once the cars have been unloaded, please park in the designation parking lot, as stated by the Site Manager.
5. Upon arrival, guests should familiarize themselves with the site. Guests should locate all emergency exits, smoke and carbon monoxide detectors, fire extinguishers, lights and light switches, and switches/thermostats for heating elements, if provided.
6. Cleaning instructions are posted in every facility on the refrigerator doors.

Meadow Mountain Ranch

1. Before your arrival, the Site Manager at Meadow Mountain Ranch will contact you to arrange your check-in time and location, and further instructions and expectations for staying at your site.
2. A map of the property will have been provided in the welcome letter you received. Please keep this map in order to know where your meeting location is, and where your site will be located, and familiarize yourself with the camp.
3. Only one vehicle is permitted at each site and two vehicles are permitted to park behind the lodge if you have reserved it. Guests should load one vehicle at the parking area and drive it to the campsite for unloading; all other vehicles must remain in the parking area. Driving is for emergency and disability reasons only; guests will walk on the property for their stay.
4. Upon arrival, guests should familiarize themselves with the site. Guests should locate all emergency exits, smoke and carbon monoxide detectors, fire extinguishers, lights and light switches, and switches/thermostats for heating elements, if provided.
5. Cleaning instructions were supplied in the welcome letter, and should be brought with each group in order to complete all required cleaning.

Sky High Ranch

1. Before your arrival, the Site Manager or Assistant Camp Director at Sky High Ranch will contact you to arrange your check-in time and location.
2. A map of the property will have been provided in the welcome letter you received. Please keep this map in order to know where your meeting location is, and where your site will be located.
3. Guests will then drive to their site to unload. Once the cars have been unloaded, please park in the designated parking lot, as stated by the Site Manager.
4. Upon arrival, guests should familiarize themselves with the site. Guests should locate all emergency exits, smoke and carbon monoxide detectors, fire extinguishers, lights and light switches, and switches/thermostats for heating elements, if provided.
5. Cleaning instructions were supplied in the welcome letter, and should be brought with each group in order to complete all required cleaning.

Tomahawk Ranch

1. Before your arrival, the Camp Director will contact you to arrange your check-in time and location.
2. A map of the property will have been provided in the welcome letter you received. Please keep this map in order to know where your meeting location is, and where your site will be located.
3. Up to five vehicles are permitted at each site. Cars must be parked away from the doors of the cabin and in designated parking areas to allow for emergency vehicle access. If guests have more than five vehicles, the additional vehicles must be parked in the main parking lot. Driving is for emergency and disability reasons only, and to load and unload vehicles; guests will walk on the property for their stay.

4. Guests who have arranged for food service will receive orientation during their first meal at the Dining Hall. A different orientation time and location will be arranged with guests who will not be using food service. The camp staff will go over policies and procedures for meals and the camp. A printed version of the orientation will be available upon request, and the troop leader or service unit leader should provide the printed orientation directions to any guests who will be arriving after the scheduled orientation time. Orientation information is also posted at all sites.
5. Upon arrival, guests should familiarize themselves with the site. Guests should locate all emergency exits, smoke and carbon monoxide detectors, fire extinguishers, lights and light switches, and switches/thermostats for heating elements, if provided.
6. Cleaning instructions were supplied in the welcome letter, and are also posted in each site. Guests should have brought a printed version of the welcome letter with their group for the duration of their stay.

Twisted Pine

1. There is no Site Manager who lives on property – guests are responsible for checking themselves in and out.
2. Upon arrival onsite, retrieve the keys from the lockbox on the gate.
3. Unlock and open gate while your party arrives. After your party has arrived, close and lock the gate.
4. There is space for eight to ten vehicles at Twisted Pine. If additional parking is needed for an event, please contact the Site Manager to arrange different options.
5. To open the front door, you must turn the lock a full turn and a quarter to unlock. All the doors are unlocked from the inside. Once on the property if you want to keep the doors unlocked turn the handle lock from the inside. On the front door this is an up/down button under where the lock comes out of the door. It will automatically relock when the top deadbolt is locked.
6. Once you have arrive, turn on the hot water. The switch is located in the kitchen next to the microwave.
7. Heat is controlled with two thermostats: one by the bathroom and one by the fireplace.
8. If you will be using the outdoor fire pit; please remove all ashes and partial burned logs before making a new fire. Make sure fire is completely extinguished, and then place all ashes in the trash bin on property. Do not dump the ashes on the property, and do not place any ashes or logs in the trash bin without ensuring that there are no embers.

Check-Out

Guests must complete all check-out procedures included in the welcome letter, as well as any additional procedures given by the Site Manager or Camp Director upon check-in. In properties with a lockbox, guests must lock all doors and gates, and return the keys to the lockbox before departing. Please use the following instructions for each property.

Hamp Hut

1. Complete full cleaning list as provided in your welcome letter.
2. Make sure that all windows are closed and locked.
3. Lock all doors from the outside. Please leave the door unlocked on the inside.
4. Close and lock the gate.
5. Return the keys to the lockbox. Put the keys in upside down, and do not put new keychains on the keys, or the lockbox won't close properly.

Lazy Acres

1. Complete full cleaning list as provided in your welcome letter.
2. Close all windows in lodge and units.
3. Turn off all lights in units.
4. Return all keys to their proper lockbox. Put the keys in upside down, and do not put new keychains on the keys, or the lockbox won't close properly.
5. Lock the cable correctly at the gate. Close the gate, and put the loop of the cable over the metal fence post, then run the chain through the loop, around the fence post under the cross bar, and lock the padlock. Replacing the lock properly is a National Forest Service regulation and groups will be fined up to \$100 if the lock is not replaced correctly.

Magic Sky Ranch

1. Complete full cleaning list as provided in the site, as well as any additional direction given by the Site Managers.
2. Once all cleaning has been completed, guests may leave the property at any time, and do not need to check-out with the Site Manager.
3. After your departure, the Site Manager will check all facilities used, and ensure that all cleaning required was completed.

Meadow Mountain Ranch

1. Complete full cleaning list as provided in the site, as well as any additional direction given by the Site Managers.
2. Once all cleaning has been completed, guests may leave the property at any time, and do not need to check-out with the Site Manager.
3. After your departure, the Site Manager will check all facilities used, and ensure that all cleaning required was completed.

Sky High Ranch

1. Complete full cleaning list as provided in the site, as well as any additional direction given by the Site Managers.
2. Once all cleaning has been completed, guests may leave the property at any time, and do not need to check-out with the Site Manager.
3. After your departure, the Site Manager will check all facilities used, and ensure that all cleaning required was completed.

Tomahawk Ranch

1. Complete full cleaning list as provided in the welcome letter and at the site, as well as any additional direction given by the Site Managers.
2. If the cabins run out of any cleaning supplies, guests must inform the camp staff so that they may restock them.
3. Guests who have purchased food service should go to the Dining Hall to collect their snack for the drive home.
4. Once all cleaning has been completed and snacks have been collected, guests may leave the property at any time, and do not need to check-out with the Camp Director.
5. After your departure, the Camp Director will check all facilities used, and ensure that all cleaning required was completed.

Twisted Pine

1. Complete full cleaning list as provided in your welcome letter.
2. Turn both thermostats to 60°F.
3. Make sure that all windows are closed and locked. Windows open from both the top and the bottom.
4. Turn off the hot water switch.
5. Lock all doors from the outside. Please leave the door unlocked on the inside.
6. Close and gate and secure with the chain and lock.
7. Return the keys to the lockbox. Put the keys in upside down, and do not put new keychains on the keys, or the lockbox won't close properly.
8. After your departure, the Site Manager will check all facilities used, and ensure that all cleaning required was completed.

Cleaning/Damage Fee

If the site is not left in a clean and good condition (per item 12 under Site Regulations below) or if damage is incurred, a \$100 fee will be charged to the user within thirty (30) days of check-out from the site. The guest will be provided with documentation if a fee is assessed. Cleaning instructions are included in the welcome letter, as well as on-site.

Vandalism Statement

In order to preserve the experience for campers that follow, please be advised that the troop, camper and her parents/guardians will be held responsible for any damage to the facility and its resources caused by vandalism (including writing, marking, coloring, painting or carving).

Please note that the use of duct tape or other strong adhesives can cause damage to the paint and finish of walls, floors, and other surfaces, and is not permitted.

The lasting damage to the structures, furnishings and trees of the camp diminishes the experience for all those who follow.

Please report all damage immediately to the Site Manager. Thank you for your cooperation.

Policies

1. Alcoholic beverages and marijuana are NOT permitted on Girl Scouts of Colorado Properties.
2. Illegal drugs are strictly prohibited.
3. Cigarettes may only be smoked in the designated smoking areas, and adults are reminded that smoking in front of Girl Scouts is against council policy. Smoking is not allowed on property at Hamp Hut, Twisted Pine, Pawnee Lodge, Lazy Acres or Grand Junction, and guests must leave the site to smoke at these properties.
4. Individuals and Groups will be held responsible for any unusual or malicious damage to a Property or its Facilities. Damages will be assessed the day the guest leaves a Property, and a repair estimate given as early as the next business day.
5. Motorized off-road vehicles, RVs (Recreational vehicles), weapons, and fireworks are NOT permitted on Girl Scouts of Colorado Properties.
6. All personal property, including sports equipment and electronics, is the responsibility of the owner.
7. Pets are NOT permitted on Girl Scouts of Colorado Properties. Service and program animals are permitted: guests must alert Site Manager before their stay, and provide documentation of service animal certification.
8. 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.

Site Regulations

1. Proper adult:girl ratios should be maintained at all times, as listed in the table below. Adults must be 18 or older. These ratios are also recommended for any other youth-serving organizations using our properties (based on Child Care Licensing and American Camp Association standards).

Program Level	Grade	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional adult for each additional number of this many girls:
Daisy	K-1	6	4

Brownie	2-3	12	6
Juniors	4-5	16	8
Cadettes	6-8	20	10
Seniors	9-10	20	12
Ambassadors	11-12	20	12

2. All adults who will be in attendance with a Girl Scout group must be registered members with Girl Scouts of the USA, as well as background checked, **unless** each child in attendance has at least one parent or guardian in attendance. If non-registered members will be participating on the property, additional insurance must be purchased for those guests. Insurance information can be found on page 14 of this document.
3. The group leader is responsible for the supervision and conduct of all group members. The Site Manager or Camp Director, where applicable, cannot take responsibility for children who arrive early or leave late. Every participant must have a health history and a signed consent to treat form. The leader should have a list of all participants on site.
4. Transportation to and from camp is the responsibility of the group leader.
5. Park in designated areas only. You will be asked to move improperly parked cars. Drive only on the camp roads. Cars in camp must remain parked during your stay, except for emergency or by prior arrangement with the Site Manager. Personal vehicles are the owner's responsibility. GSCO is not permitted to tow vehicles for any reason. People may not be transported in pickup beds, on tailgates or in/on any other non-passenger vehicles.
6. All locked buildings, pastures, barns, sheds, ropes courses, zip lines, and other areas as posted, are off-limits unless accompanied by a GSCO employee and arrangements are made ahead of time.
7. Guests may only be on the archery ranges if accompanied by a GSCO employee or an approved, licensed archery instructor. All use of the archery range must be arranged ahead of time, and proof of archery instructor's license must be on file. Guests should send proof of their archery certification to property.reservations@gscolorado.org.
8. Trash should be disposed of securely in large, heavy trash bags and placed in the trash bin or area designated in the welcome letter or by the Site Manager. All food waste should be disposed of promptly after each meal. Any sanitary products used should be placed in a metal can in the bathroom or latrine and should be removed daily with the trash. Make sure to rinse and flatten all cans and to flatten all cardboard boxes.
9. Food should be kept in ice chests, wooden or metal boxes, car trucks, or "bear bags". Never keep food in tents, tabins, or seasonal units. Animals and insects are attracted to food and garbage and are not deterred by plastic, paper, or fabric.
10. Tent campers should choose their area carefully, and make sure that all tents are visible from the leader's tent. Room should be left around the tent to walk without tripping over ropes. Ropes should be marked with cloth strips or foil. Do not trench around your tents. If the tent is owned by the council, guests should notify the Site Manager if repairs are necessary.

11. Groups are expected to leave facilities, including bathrooms and equipment, clean and in good condition. Remember that the cleaning has been done by children and may not meet the standards of your home when you arrive. Instructions will be given during your orientation and are included in the welcome letters.
12. Use established roads, trails and fire circles. Our mountain terrain is delicate and we all share responsibility for preserving it. Contact Site Managers about fires/fire bans **before** you plan outdoor meals and camp fires.
13. Please do not harm, touch, or feed the wildlife. This includes birds and squirrels.
14. Beds are spaced to conform to regulatory standards and should not be moved.
15. Enough wood for one fire is provided at most sites. Guests are free to bring additional wood or collect dead wood from around the site. Guests should not saw or chop wood on property. Wood will be piled in a wood box, a wood pile or on the ground/floor near fire pits or fireplaces.
16. When more than one group is using a site, each group is expected to be courteous, friendly and not intrusive. If a group would like sole use of a site, they must reserve all buildings at the site.

Wildlife

Most of Girl Scouts of Colorado's properties are located in areas rich in wildlife, and guests may see a variety of animals while on site. Campers should be aware of the following safety procedures to prevent wild animal encounters, and should know how to react in the case of an encounter with a wild animal.

Bears

A. Prevention

1. Remove trash from sleeping areas immediately, and clean all dishes and food preparation areas.
2. Keep all food out of sleeping areas, in locked facilities or "bear bags". Do not leave food in cars.
3. Hike in groups and don't let campers straggle behind or rush ahead. Keep all children in sight at all times.
4. Make lots of noise when hiking to avoid a surprise encounter.

B. In case of an encounter

1. Stay calm.
2. Keep your distance. Do not attempt to approach, tease, or feed a bear.
3. Bears are dangerous when surprised, hungry, feeding, injured, or with their cubs.
4. Identify yourself by talking calmly and in low tones, so the bear knows you are a human, not prey.
5. Make a wide detour, leaving the bear an escape route. Keep calm and walk away while facing the bear. Do not run or make sudden movements.

6. Make yourself look as large as possible, and move to higher ground if possible.
7. A bear rearing on its hind legs is not always a sign of aggression. If it moves its head from side to side, it may only be trying to get your scent. Bears have very poor eyesight and depend on scent and hearing.
8. Immediately inform the Site Manager if you see a bear. Tell them where and when you saw the bear.

Cougars/Mountain Lions

A. Prevention

1. Hike in groups and don't let campers straggle behind or rush ahead. Keep all children in sight at all times.
2. Make plenty of noise to reduce chances of surprising a mountain lion.
3. Carry a walking stick: it can be used to ward off a mountain lion.

B. In case of an encounter.

1. Stay calm. Talk calmly yet firmly to the animal.
2. Stop or back away slowly, if you can do so safely. Do not run.
3. Face the mountain lion and stand upright.
4. Do all you can to appear larger. Raise your arms and open your jacket.
5. If the mountain lion behaves aggressively, throw stones, branches or whatever you can grab without crouching down or turning your back.
6. Fight back if a mountain lion attacks you; mountain lions can be driven away by prey that fights back.

Rattlesnakes

A. Prevention

1. Stay on trails whenever possible.
2. Watch where you are walking when on trails.
3. Always step on top of rocks or logs, do not step over them. Before stepping down, look down and make sure area is clear.

B. In case of an encounter

1. Stay calm.
2. Leave the snake alone, and let it continue about its business.
3. Never approach a snake.

Moose

A. In case of an encounter

1. Do not crowd any wildlife, especially moose.
2. Stay quiet, and do not scream or yell. Do not draw attention to yourself or your group.
3. Though it may be tempting, do not try to get pictures.
4. Quietly turn around, and walk the other direction.

Summer Storms

- Electrical storms are common at camp.
- In the event of a storm, seek shelter and stay put. If wooden buildings are not accessible, stay in tents.
- Avoid hilltops, open spaces, metal sheds, power lines, bodies of water, and water lines.
- When there is no shelter, avoid the highest ground or the highest object in the area. Use ditches, canyons or the short low trees in a grove where there are taller or higher trees. Crouch.
- Be aware of possible flash flooding.

If you feel the electric charge - your hair stands on end or skin tingles - **Drop to a CROUCH IMMEDIATELY!**

Lost Campers

- Prior to camp, go over the following procedures with campers if they become lost.
 - The group leaders and Site Manager will become concerned if you tell him/her where you were going and when you expect to return and you do not return.
 - Return to the designated meeting spot if you get separated at your camp.
 - If you get lost while your group is moving, stay calm, stay in one place, and stay together.
 - Build a fire for warmth and signal purposes.
- Designate a meeting spot at every site you will be staying at.
- If a camper is missing, look in logical places first.
- Be systematic when searching. Get a description of lost camper and search in pairs while keeping sight and sound of each other. Notify the Site Manager if child is not found in 15 minutes, then call parents and emergency numbers (posted by the phone).
- Make sure to inform the group leader of where you are going before leaving.

Fires

Be aware of the site-specific fire evacuation plan. Most buildings will have a copy of the evacuation plan posted, and guests should listen to all direction from the Site Manager in case of a fire. Fire extinguishers are in all buildings. Locate them when you arrive and read instructions for use. If they are discharged **BE SURE TO REPORT TO THE SITE MANAGER**. Most buildings also have smoke and carbon monoxide detectors. Please do not tamper with detectors.

On Site

- If you discover a fire, report the exact location to the Site Manager. Take what steps you can to extinguish it. Remember, the safety and supervision of

campers is always your first concern. Contact Site Manager for evacuation procedures.

Outdoor Fires

- Check with Site Managers regarding before having outdoor fires. They will be able to inform you about any fire bans that might be in place. Guests should also use the information provided in the welcome letter to check on fire bans before their stay.
- Use established fire areas only. Make sure someone watches the fire AT ALL TIMES and that fire extinguishing equipment is readily available.
- Before you leave the fire area, confirm that the fire is completely out.

Indoor Fires

- You will need to clean the fireplace before starting a fire.
- Use fire screens AND make sure someone is watching AT ALL TIMES. Build small fires at the back of the fireplace to avoid smoke.
- You can leave ashes and partially burned logs in the fireplace. The next group will clean after you.

Security and Safety Precautions

- Know the whereabouts of your campers and adults at all times.
- Use the buddy system. Wear your whistles. Use whistles only for emergencies.
- Confirm the numbers of cars and number of girls and adults with the Site Manager.
- Approved visitors are accompanied by the Site Manager or are in recognizable service vehicles. Other unaccompanied individuals should be reported immediately to Site Manager.
- Keep doors locked at Twisted Pine, Hamp Hut and Pawnee Lodge.
- Open doors to known persons only.
- At our ranches the gates are unlocked from 8:00 a.m. until 8:00 p.m. Gates are kept closed when campers are onsite. The gates at Twisted Pine and Hamp Hut should be closed and locked at all times.
- Notify the Site Manager if you go on an extended hike, leave the site, or have people arriving or departing before or after the gates are locked.
- All guests not staying overnight must leave by 8:00 p.m., except if special arrangements were made with the Site Manager.
- All guests must carry a flashlight at night.
- During hunting seasons guests should not use orange clothing.
- Guests should not wear sandals outside of buildings.
- Running is only permitted on playing fields, and should not be done in any other area of the camp.

Insurance

Every registered Girl Scout girl and adult member is automatically covered by the basic insurance for a stay of no more than two (2) nights. This insurance helps to pay the medical expenses arising from accidents occurring during approved Girl Scout activities. Additional insurance must be purchased if you intend to stay for three (3) or more nights. Insurance does not cover siblings, tag-a-longs or non-registered adults. You must purchase additional insurance for these guests. For more information, consult Volunteer Essentials at gscoblog.org/volunteer-essentials. If you need to purchase additional insurance, please contact Marlene Bruno at marlene.bruno@gscolorado.org.

Health Emergencies

- Group leaders should have a list (including names, addresses and phone numbers) of all participants, children and adults.
- All groups must have at least one person, over the age of 18, with current first aid and CPR certifications that includes AED.
- Group leaders are responsible for providing all first aid, securing medical care and emergency transportation, and contacting the parents/guardians. Group leaders are also responsible for the completion and submission of insurance documentation as appropriate.
- Notify the Site Manager or Camp Director of all emergencies.
- Each minor and adult participant should have a signed permission slip and Consent to Treat form with the following information: Name and address, emergency contact name and phone number(s), a list of health conditions, medications, restrictions and known allergies.

Instructions for Leaders in case of Accident or Emergency

In case of a serious accident or life threatening emergency:

(In conjunction with Site Manager or camp staff when present)

1. Provide all possible care for the injured person(s).
2. Secure medical assistance and/or transportation.
3. Call law enforcement as appropriate.
 - a. In case of fatality, always call police or local law enforcement officials (911).
 - b. Retain a responsible adult at the scene.
 - c. See that no disturbance of victims or surroundings is permitted until the police take over.
4. Call parents/guardians to explain the situation. Find out the parents'/guardians' wishes.
5. Be sure that all other children are supervised.
6. Obtain names, addresses and phone numbers of all witnesses.

7. Report the situation to GSCO by calling the number listed below.
8. DO NOT issue any statements or allow other group members to make statements to anyone, except to law enforcement officials, unless you are directed to do so by the CEO of Girl Scouts of Colorado or their representative. Refer media to the council spokesperson.
9. Keep a written record of steps taken, conversations held and contacts made.

If an injury is more serious than routine minor cuts, bruises and bumps, but is NOT life threatening:

1. Provide immediate first aid for the injured person(s).
2. Notify parents/guardians and explain the situation. Parents/guardians should make arrangements to pick up the child OR arrange to meet you at the medical facility. Treatment is not possible without parental/guardian consent.
3. Be sure all other children are supervised.
4. Keep a written record of steps taken, conversations held, and contacts made.
5. Advise your Volunteer Support Specialist as soon as possible.

For all accidents, an Accident Illness Injury Report must be completed and submitted to Marlene Bruno at marlene.bruno@gscolorado.org or by mail to Girl Scouts of Colorado, Attn: Marlene Bruno, 3801 E. Florida Ave, Suite 720, Denver, CO 80210.

TO REPORT A SERIOUS ACCIDENT:

1. Call the corporate office of Girl Scouts of Colorado 303-778-8774 or 1-866-827-7033
2. When the office is not open, please call the main office number. There will be an option on the voicemail that will direct you to the emergency line and will get you in contact with the on-call emergency personnel.

Directions to Properties

(Maps are available by request and available in welcome letters)

Grand Junction

From I-70: Exit I-70 at 24 Rd. Head south out of the round-about and travel to Patterson Road. Turn left on Patterson Road. Turn right on 24 ½ Rd and travel ¼ mile (watching for the Girl Scout sign on the left side of the street). Turn left into Valley Plaza/Pier 1 Parking lot and make another quick left into the Girl Scout Parking Lot.

Hamp Hut

DO NOT USE YOUR GPS.

From I-25: Travel on I-25 to Colorado Springs, Exit 146 – Garden of the Gods Road. Turn right (west) for 2.5 miles. Turn left onto 30th Street. In a little over a mile, the Garden of the Gods Visitor's center will be on your left. Turn right into Garden of the Gods Park on Garden Drive. Go 1.9 miles, and just after Scottsman picnic area on your left, there's a horse crossing sign (on right hand side of the road). Turn left onto a dirt road (there's a small sign that says 2655/2665 Garden Dr.). Bear to the left in the driveway and Hamp Hut will be at the end of the road.

From: Hwy US-24: Take US-24 to the Manitou Ave Exit West. Turn right on Garden of the Gods Rd. Turn right on El Paso Blvd, then turn left onto Garden Drive. Garden Drive will turn into Garden Lane; stay on Garden Lane until it turns back into Garden Drive. Turn left at the dirt road with a small sign saying 2655/2665 Garden Drive. At the fork in the driveway take the left fork and continue through the parking lot to Hamp Hut.

Lazy Acres

From east of camp: Travel on I-25 to Exit 74 (Colorado City), which is south of Pueblo. Go west on Colorado Hwy. 165. And continue 14.7 miles on Hwy 165, and 4.5 miles west of Rye (1 mile past YMCA Camp Jackson) the entrance to Lazy Acres is on the right hand side of the road. There is a metal gate at the entrance. There are no highway signs marking the property, but there is a National Forest sign inside the fence in the driveway.

From west of camp: Take Hwy. 69 or 67 to Colorado Hwy. 96 to Colorado Hwy. 165. Go through San Isabel. Lazy Acres is on the left 5 miles from San Isabel and 1.5 miles from Graham Memorial Park.

Magic Sky Ranch

Travel on I-25 onto Colorado Highway 14 at Fort Collins, Exit 269 B. Follow Highway 14 west; turn right in Fort Collins on Riverside Avenue (which turns into Jefferson Street). Turn right on College Avenue/U.S. 287. Continue on Highway 287 approximately 23 miles until you come to Livermore, Colorado. Turn left (west) on Hwy 74E (Red Feather Lakes Road) at Livermore (sign says Red Feather Lakes). Magic Sky Ranch is located on the right side of the road, 17.3 miles from Livermore. There is a Magic Sky sign on the right, 30 yards before the entrance, and another sign on your right at the gate. The metal gate will be closed with a chain, but is not locked. Close the gate behind you. There are no gas stations between Livermore and Red Feather Lakes.

Meadow Mountain Ranch

From Estes Park: From Hwy. 34, take Hwy. 7 south. At mile marker 14 (large yellow mailbox is on opposite side of road from mile marker) turn right onto Clarabell Lane. Watch for MMR sign on the left, turn left on dirt road CO Highway 101; continue on dirt road into camp. Check in at Site Manager's house/office.

From Denver: Travel on I-25 to Exit 243 toward Estes Park/Rocky Mountain National Park. Turn left on Hwy. 66 (to Lyons). Go through the town of Lyons and at the "T" intersection, turn left on State Highway 7/5th Ave toward Allenspark. Drive 19 miles to mile marker 14 (large yellow mailbox is on opposite side of road from mile marker) and turn left onto Clarabell Lane. Watch for MMR sign on the left, turn left on dirt road CO Highway 101; continue on dirt road into camp. Check in at Site Manager's house/office.

Pawnee Lodge

From Hwy. 76, exit at the Sterling exit. Go through the town on Sterling (Hwy. 14). The Lodge is located in Pioneer Park on the west end of town.

Sky High Ranch

DO NOT USE YOUR GPS.

From Denver/Colorado Springs: Take I-25 to exit 141, US-24 west/Cimmaron Street, toward Manitou Springs and Woodland Park. Go West on Cimarron St/US-24 for approximately 25 miles. Take a slight right turn in Woodland Park onto CO-67, north; there will be a Wendy's on the left side of the road at the turn. Drive north 6.8 miles, past Quaker Ridge Camp. Watch for Sky High Ranch sign on the right and turn right and follow dirt road into camp.

From the Western Slope: Take Hwy 285 toward US-24. Go East on US-24 toward Woodland Park. Take a left onto CO-67 North, there will be a Wendy's on the right side of the road at the turn. Drive North 6.8 miles, past Quaker Ridge Camp. Watch for the Sky High Ranch sign on the right and turn right onto the dirt road into camp.

Tomahawk Ranch

From Denver: Take Hampden Ave/Hwy 285 South toward Bailey. **If you reach Bailey, you have gone too far.** Approximately 12.5 miles past Conifer/Aspen Park the turn right at County Road 43A, the second traffic light you reach. There's a gas station at this turn. Stay on this road for approximately 2.5 miles, past Deer Creek Elementary School (on your left). Camp is the next left after the school. There is a Tomahawk Ranch sign at a wood gate. Turn onto the dirt road into camp.

From the Western Slope: Travel North on US 285 toward Bailey/Denver. **If you reach Pine Junction, you have gone too far.** Travel 3.5 miles past Bailey, and up Crow Hill. From the summit of the hill, you will travel to the traffic light at County Road 43A, where you turn left at this intersection. There will be a gas station at this turn. Travel approximately 2.5 miles on Colorado Road 43A, past Deer Creek Elementary school. There is a Tomahawk Ranch sign at a wood gate. Turn onto the dirt road into camp.

Twisted Pine

From Denver: Take I-70 West towards Grand Junction. Take exit 254 for Genesee Park and turn left at the top of the off ramp. At the “T” in the road, turn right onto S Genesee Mountain Road into Genesee Mountain Park. Follow the road 1.3 miles and turn left on Genesee Ave. There will be a no-tresspassers sign at the intersection. Twisted Pine is the first stone lodge on the left side of the road, with a metal gate at the entrance to the parking lot. All of the roads are paved. If you end up on the dirt road or pass the large parking lot and stone house you have gone too far.

Road Conditions

Call the Highway Department (303-639-1111) or 511, or visit www.cotrip.org for up-to-date information on road conditions.

Gasoline

Have enough to get back to town. Camps do not have gasoline available.

Winter Roads

Drivers should have good snow tires in winter and spring. We recommend four-wheel or all-wheel drive on all vehicles going to properties. Camp roads are plowed, but Girl Scouts is unable to tow vehicles for any reason.

Property information and site descriptions

Grand Junction

Location: Grand Junction – off of Highway 6

Available: Year-round

Size:

Facilities:

- Hotel Chipeta - Maximum day capacity – 25; maximum overnight capacity – 25. No mattresses provided. Large room with tables and chairs, Smart TV with internet capabilities. Two microwaves and small refrigerator, no kitchen. Indoor restroom facilities, no shower.
- Outdoor Program Center – Maximum day capacity – 50; maximum overnight capacity – 24. Fenced in outdoor area behind building. Space for tents for overnight. Gas grill and fire pit for cooking. Gazebo with picnic tables. Restrooms indoors at Hotel Chipeta.

Suggested Activities: Troop meetings, bridging and award ceremonies, sleepovers, practice camping.

Hamp Hut

Location: Garden of the Gods – northwest of Colorado Springs

Available: Year-round

Size: 1,500 square feet building

Facilities: Maximum day capacity – 30; maximum overnight capacity – 30. Mattresses on floor. Fully equipped kitchen. Indoor plumbing facilities, one shower. Indoor fireplace.

Suggested Activities: Hiking, photography, picnics, nature study, camp crafts, visit Garden of the Gods Visitor's Center.

Lazy Acres

Location: 4.5 miles west of Rye, CO

Available: May through September

Size: 46 acres

Facilities:

- Lodge – maximum day capacity – 30; maximum overnight capacity – 30. Electricity and heat. Fully equipped industrial kitchen with running water. Mattresses on the floor. Main room for meals and activities. Basement room for arts and crafts. Outdoor restroom facilities (latrines).
- Forest – maximum overnight capacity – 4 per cabin, five cabins total. No electricity or heat. Outdoor restroom facilities (latrines). Unit shelter with sink with running water. Picnic tables and fire pit for cooking.
- Mountain – maximum overnight capacity – 5 or 6 (One cabin with 5, four cabins with 6), five cabins total. Electricity in cabins, no heat. Outdoor restroom facilities

(latrines). Unit shelter with sink with running water. Picnic tables and fire pit for cooking.

- Meadow – maximum overnight capacity – 6 per cabin, three cabins total. No electricity or heat. Outdoor restroom facilities (latrines). Unit shelter with sink with running water. Picnic tables and fire pit for cooking.

Suggested Activities: Hiking, outdoor cooking, camp crafts, nature study, games, conservation, service projects, beginning backpacking, crafts.

Magic Sky Ranch

Location: 46 miles northwest of Fort Collins near Red Feather Lakes

Available: Magic Sky Lodge – year-round

All Season Cabins and Seasonal shelters – May – August

Size: 750 acres

Facilities:

- Magic Sky Lodge – Maximum capacity of 40. Mattresses on the floor. Fully equipped kitchen with dishes, etc. for 40. Indoor fireplace (firewood provided), indoor plumbing facilities with a shower (for leader use only). Outdoor fire pit available if no fire ban is in place. Electricity and heat.
- Tent sites – Maximum capacity –40 per site, two sites total. Two – three fire pits per area and two picnic tables for outdoor cooking, if no fire ban – propane stoves for cooking if fire ban is in place. Propane stoves and tents can be reserved with the Site Manager before arrival. Outdoor restroom facilities (latrines). Water for handwashing is provided in 5-gallon plastic containers. Drinking water is provided.
- All Season Cabins – Maximum capacity – 24 per cabin, six cabins total. Bunk beds with mattresses. Kitchenettes for small meals or snacks (no kitchenware is provided). Living room with couches and tables for meals and activities. Indoor plumbing facilities with showers. Electricity and heat.
- Seasonal Units – Maximum capacity – 14 per building, two buildings per site, two sites total. Bunk beds with mattresses. Electricity, no heat. Shared detached shower house with modern indoor plumbing facilities and showers. Shared activity shelter for activities and meals.

Suggested Activities: Hiking, outdoor cooking, camp craft, nature study, games, beginning backpacking, crafts, indoor/outdoor archery (with proof of certified instructor).

Meadow Mountain Ranch

Location: 26 miles west of Lyons

Available: Lodge – Year-round

Homestead House, tabins, and tent sites – May 15 –

September 15

Size: 200 acres

Facilities:

- Luella Gooding Lodge — Maximum day capacity – 110, maximum overnight capacity – 40. Mattresses on the floor. Fully equipped industrial kitchen with settings for 110. Tables and benches for meals and activities. Running water, indoor and outdoor restroom (latrine) facilities. No showers. Indoor fireplace.
- Larkspur: Maximum overnight capacity – 8 per tabin, six tabins total. Bunk beds with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter at site. Fire pit for outdoor cooking, picnic tables for meals. Handwashing station at site.
- Lyra: Maximum overnight capacity – 8 per tabin, seven tabins total. Bunk beds with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter at site. Fire pit for outdoor cooking, picnic tables for meals. Handwashing station at site.
- Meekers: Maximum overnight capacity – 8 per tabin, six tabins total. Bunk beds with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter at site. Fire pit for outdoor cooking, picnic tables for meals. Handwashing station at site.
- Windridge Birdhouse Tabins: Maximum overnight capacity – 5 per tabin, three tabins total. Bunk beds with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter at site. Fire pit for outdoor cooking. Handwashing station at site.
- Elkwood Tent Site: Maximum overnight capacity – 15 per site. Tents can be reserved if arranged before arrival, through the online reservation system, or by contacting property.reservations@gscolorado.org. Outdoor restroom facilities (latrines). Fire pit for outdoor cooking, picnic tables for meals. Handwashing station on site.
- Homestead House – Maximum day capacity – 10. No overnight use. Electricity, no heat. Main room with tables and chairs for meetings and activities. No restroom facilities.

Suggested Activities: Level play area is limited. Games, camp craft skills, crafts, cookouts, hiking (including into Rocky Mountain National Park), nature study and conservation.

Pawnee Lodge

Location: West end of Sterling in Pioneer Park.
Available: Year-round
Size: 900 square feet
Facilities: Maximum day capacity – 20. Maximum overnight capacity – 10. Mattresses on the floor. Fully equipped kitchen. Indoor plumbing, no showers. Folding tables and chairs. Loft for craft activities.

Suggested Activities: Camp crafts, games. Level play area in Pioneer Park. Historic museum in Sterling.

Sky High Ranch

Location: 6.8 miles north of Woodland Park
Available: Lodge, Lucky Circle, Greenwood, Troop House, Craft Cabin – Year-round (closed for resident camp, May 23 to August 9)
Sawmill, Arrowhead – May 15 – September 15 (closed for resident camp, May 23 to August 9)
Size: 880 acres

Facilities:

- Lodge — Maximum day capacity – 160. Maximum overnight capacity – 40. Mattresses on the floor. Fully equipped industrial kitchen with settings for 160. Electricity and heat. Running water with one indoor toilet for emergencies. Outdoor restroom facilities (latrines). Tables and benches for meals and activities. Showers in separate building (seasonal). Indoor fireplace.
- Troop House Cabin — Maximum overnight capacity – 24. Mattresses on the floor. Indoor kitchenette, and outdoor cooking facilities. Electricity and wood stove for heat. Tables and chairs for meals and activities. Water in 5-gallon plastic containers (Jerry Jugs).
- Craft Cabin – Maximum day capacity – 20. No overnight use. Large room with tables for crafts and activities. Some craft supplies provided. Outdoor restroom facilities (latrines).
- Lucky Circle — Maximum overnight capacity – 8 per cabin, five cabins total. Bunk beds with mattresses. Electricity and heat. Outdoor restroom facilities (latrines). Activity shelter with tables for meals and activities. Fire pit for outdoor cooking. Water spigot for running water.
- Greenwood Cabins — Maximum overnight capacity – 12 in three cabins, 6 in one cabin, four cabins total. Bunk beds with mattresses. Electricity and heat. Outdoor restroom facilities (latrines). Activity shelter with tables for meals and activities. Fire pit for outdoor cooking. Water spigot for running water.
- Arrowhead Tabins — Maximum overnight capacity – 6 per tabin, three tabins total. Cots with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter with tables for meals and activities. Fire pit for outdoor cooking. Water spigot for running water.
- Sawmill Cabins — Maximum overnight capacity – 8 per cabin, four cabins total. Bunk beds with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter with tables for meals and activities. Fire pit for outdoor cooking. Water spigot for running water.
- Citadel Cabins — Maximum overnight capacity – 8 in two cabins, 6 in one cabin, three cabins total. Bunk beds with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Activity shelter with tables for meals and activities. Fire pit for outdoor cooking. Water spigot for running water.

Suggested Activities: Staff-led activities available, prices vary per activity. Zip line, low ropes, archery, small animal farm, team building, campfire sing-a-longs. Individual activities include hiking trails, beginning backpacking, conservation and service projects, nature study, camp craft skills, cookouts and winter sports.

Tomahawk Ranch

- Location:** 45 miles southwest of Denver on U.S. 285 near Bailey
- Available:** Tom Tom, Totempole, Kachina and Arrowhead Cabins – Year-round (closed for resident camp, May 23 – August 9)
Seasonal units, platform tents, teepees, adirondacks, and tent sites – August 9 – August 31.
- Size:** 480 acres
- Facilities:**
- Cabins - Arrowhead, Totempole, Kachina and Tom Tom – Maximum overnight capacity 28 in Tom Tom, Totempole and Kachina, 24 in Arrowhead. Bunk beds with mattresses. Electricity and heat. Fully-equipped kitchen. Indoor plumbing facilities with showers. Living room area for meals and activities. Indoor fireplace.
 - Seasonal Units – Blue Feather, Running Deer and Navajo – Maximum overnight capacity – 14 per building, two buildings per site. Bunk beds with mattresses. Electricity, no heat. Detached shower house with indoor plumbing facilities. Activity shelter with tables for meals and activities. Fire pit for outdoor cooking.
 - Pathfinder Platform Tents – Maximum overnight capacity – 32, 4 per tent, eight tents total. Cots with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Field kitchen with fire pit for outdoor cooking. Cold running water.
 - Timberline Platform Tents – Maximum overnight capacity – 28, 4 per tent, seven tents total. Cots with mattresses. No electricity or heat. Outdoor restroom facilities (latrines). Field kitchen with fire pit for outdoor cooking. Cold running water.
 - Chipeta Teepees – Maximum overnight capacity – 6 per teepee, three teepees total. No mattresses provided. No electricity or heat. Outdoor restroom facilities (latrines). Fire pit for outdoor cooking. Hydrant for water.
 - Kiva Adirondacks – Maximum overnight capacity – 6 per adirondack, five adirondacks total. No mattresses provided. No electricity or heat. Outdoor restroom facilities (latrines). Fire pit for outdoor cooking. Water in 5-gallon plastic containers (Jerry Jugs).
 - Wynetka Tent Site– Maximum overnight capacity – 50. Tents available to reserve if arranged before arrival. Outdoor restroom facilities (latrines). Fire pit for outdoor cooking. Handwashing station and hydrant for water.
- Suggested Activities:** Staff-led activities available, prices vary per activity. Archery, small animal farm, team building, campfire sing-a-longs, dance parties. Individual activities include hiking trails, beginning backpacking, conservation and service projects, nature study, camp craft skills, cookouts and winter sports.

Twisted Pine

- Location:** 30 minutes West of Denver
- Available:** Year-round

Size: 10 acres

Facilities: Twisted Pine Lodge – Maximum day capacity – 40.
Maximum overnight capacity – 26. Mattresses on floor. Fully equipped kitchen with dishes for 26. Electricity and heat. Indoor plumbing facilities, one shower. Living room space with couches and tables for activities and meals. Indoor fireplace. Fire pit for outdoor cooking.

Suggested Activities: Level play area is limited. Games, camp craft skills, crafts, hiking in Genesee Park, buffalo and elk herd in the park.

Food Service and Dishwashing Procedures

Food Handling and Preparation

Each refrigerator contains a thermometer. The temperature in the refrigerator should be checked by the group leader each morning before foods in the refrigerator are used. If the temperature is above 40 degrees Fahrenheit notify the Site Manager. During the day, the temperature is likely to rise because people are opening the door and storing left-over foods.

All hot foods should be held at a temperature of 140 degrees or higher prior to serving and should be refrigerated promptly after the meal. Perishable cold foods should be held at a temperature of 40 degrees Fahrenheit or lower prior to serving and should be refrigerated promptly after the meal. Frozen foods that must be thawed before cooking should be thawed in a refrigerator.

Only clean and sanitized utensils and equipment should be used during food preparation. Food contact surfaces must be cleaned and sanitized with a bleach solution or other commercial sanitizing solution after each use. Food contact surfaces include counters, cutting boards, knives, etc.

Garbage cans should be covered at all times except during the meal preparation or clean-up process. Trash bags should be securely closed and placed in the outside trash cans as necessary and before leaving.

Liquid Waste and Grease

Pour grease in can(s) and treat as garbage. Do not dispose of any grease down sink drains. To dispose of waste water, lay sticks, screen or hardware cloth across established dry pit. Place heavy dry grass, pine needles or leaves on top of this grid. Pour dishwater or wash water over the pit. Dispose of grass after each meal (in garbage or by burning) to avoid attracting insects and animals. If there is not an established drain, dig a hole approximately 6 inches deep and 3-4 inches around in an out-of-the-way place and proceed as above. Replace dirt when leaving.

Dishwashing Procedures

Hand washing dishes

- Scrape dishes and pans with a rubber spatula. Put food waste in garbage can.
- Wash in sudsy water at least 100 degrees Fahrenheit.
- Rinse in water at least 100 degrees Fahrenheit.
- Sanitize in warm water with disinfectant (if provided) or chlorine bleach following the instructions on the label. Dishes should be immersed for two minutes.
- Use racks to air dry the dishes and eating utensils. Cooking equipment and utensils should be inverted and allowed to air dry.

- When dry, put the dishes away for the next group.

Mechanical dishwashers

- Scrape the dishes carefully with a rubber spatula and rinse before putting in the dishwasher. The dishwasher is not connected to a garbage disposal.
- In each detergent compartment in the dishwasher use one tablespoon, or one packet, of the dishwashing detergent found under the sink. Do not use soap or dishwashing liquid.
- The dishwasher heats the water to the appropriate temperatures for washing and rinsing. Use drying cycles to further sanitize the dishes. Allow 70 minutes for the complete cycle.
- Put the dishes away for the next group.

Camp Lodge and Cabin Check-Out

Use this checklist at camp to see that everything is completed. Some items may not be applicable for your specific property.

- 1. Tables and counter tops are clean.
- 2. Tables and chairs are stacked.
- 3. Floors are swept and cleaned/mopped as instructed by the Site Manager. Carpets have been vacuumed.
- 4. Mops are rinsed and hung to dry. Brooms are put away.
- 5. Mattresses are stacked.
- 6. Garbage, cartons and trash are removed. All trash is put in dumpster and dumpster is secured.
- 7. Trash bags have been refilled.
- 8. Cooking equipment and dishes are clean, dried and put away.
- 9. Sinks, dish pans and wash basins are clean. Dish pans are stored upside down.
- 10. Food and troop supplies are removed from refrigerator, cupboards and storage areas. Refrigerator is clean.
- 11. The stove top, burners and oven are clean.
- 12. Cast iron equipment is clean and oiled. (Do not use soap pads on cast iron.)
- 13. Latrines and bathrooms are clean. Latrine doors are firmly latched.
- 14. Tools and other checked-out equipment are returned.
- 15. Fireplaces, indoors and outdoors, have nothing but partially burned logs and ashes in them.
- 16. Fire extinguishers have been checked and are still charged. (Report any discharges to Site Manager)
- 17. The outside areas you used have been checked. (Paper and trash picked up.)
- 18. Water jugs and buckets are empty and turned upside down.
- 19. Everyone's personal belongings are out.
- 20. All cleaning supplies have been put away.
- 21. Report all needed repairs and missing equipment to the Site Manager.
- 22. At Twisted Pine, the shutters should be closed and latched.
- 23. All windows and door are closed and locked, and all lights are turned off.
- 24. Gates are closed and locked, and all keys are returned to the lockbox.
- 25. **THE CAMP IS IN BETTER CONDITION THAN WE FOUND IT.**

Tent, Tabin, and Shelter Area Check-Out

Use this checklist at camp to see that everything has been completed. The Site Manager will go over it with you at check-out. Set a time with the Site Manager for them to come check you out.

1. Borrowed tools and equipment have been returned.
2. Water jugs and buckets are empty and turned upside down.
3. Water buckets are empty and turned upside down.
4. Buddy burners, tin can stoves, and reflector ovens are taken home.
5. Food is removed and storage areas/boxes are clean.
6. Food preparation areas are clean.
7. Paper and cleaning supplies, food, and troop cooking equipment and tools are removed and packed.
8. Garbage, cartons, and trash are removed.
9. Ashes from previous groups have been placed in areas as instructed by the Site Manager.
10. Fireplaces have nothing but ashes and partially burned logs in them.
11. The area, including under tent platforms (if any), has been checked. (All paper and litter is picked up, personal items removed).
12. Latrines are clean. Doors are firmly latched.
13. Floors of shelters: Platforms and storage areas have been swept.
14. Fire extinguishers that have been discharged have been reported to Site Manager.
15. Each tent has been properly folded and stored. If tents were damp, consult the Site Manager if the tent is owned by the council, to find out what to do.
16. Tent poles are returned as instructed.
17. Tent stakes have been accounted for. Double check that no stakes are in the ground.
18. Tap dirt down tent stake holes.
19. No evidence remains that you camped here, other than bent grass.
20. Gates are closed and locked, and all keys are returned to the lockbox.

NOTES