



River Valleys Facility Rental Information

The following guidelines are for groups using River Valleys' properties. As the person who signed the rental agreement for the use of a property owned by Girl Scouts of Minnesota and Wisconsin River Valleys, you are responsible for knowing and following the guidelines listed below. Please read through all information and review it with your group as appropriate.

Payment

Full payment is due 60 days prior for multi-use (more than one building) or 30 days prior for single unit use. If payment is not received as required, reservations will be released and forfeited. For refund eligibility, a written cancellation request must be received 60 days prior to multi-use or 30 days prior to single use reservations. Deposit(s) and fee payment(s) are non-refundable after the 60/30 day cancellation requirement.

Other Information Available Online

- Map with directions to the facility
- Map of the facility
- Evaluation form
- Activity Areas and equipment available
- Kitchen and Cooking List
- Outdoor Cooking Equipment List

Each building, unit, or area has the following

- Map of facility - posted
- Safety regulations and emergency procedures: - posted
 - Location of the nearest storm shelter
 - Location of the nearest hospital, including directions
 - Location of AED, if available (basic first aid kits are located in all buildings, units, and rentable areas)
 - Emergency phone numbers (for nearby medical facilities, sheriff, etc.), directions to site, phone number of site, and site address
- Contact name and phone number for on-call staff person – posted and will be given to you 10 days ahead of time when we contact you via phone or e-mail
- Clean up procedures/check list - posted
- Dishwashing procedures - posted
- Basic first aid kit with Incident report form
- Evaluation Form

All buildings have a smoke detector; buildings with furnaces or fireplaces also have a carbon monoxide detector. All buildings with electricity have a weather radio. Battery operated radios are available for non-electric units.

Before You Arrive

A staff member will contact you approximately 10 days prior to your visit to answer any questions you may have regarding the site you have rented as well as give you important information. This call will ensure all arrangements for buildings and equipment are complete and meet the requirements of your group prior to your arrival. If you have not been contacted within a week of your arrival, please contact us at camps@girlscoutsrv.org or 800-845-0787.

Driving and Parking

Please drive only on designated roads and **park in the area(s) indicated**. Failure to do so will result in unsafe conditions for emergency vehicles. Follow all posted speed limit signs. Please note that if you get stuck anywhere on camp, it is your responsibility to get your vehicle out or call a tow truck.

Health and Safety

General Safety Considerations to Be Shared With All Group Members OM19

- Explain where your group is staying and what buildings are available for them to use.
 - Buildings or areas that are off limits without a certified adult present include the following:
 - Waterfront/lake/pool, boating, archery, low ropes course, maintenance shop, and buildings not rented by your group.
- Shower houses, sports areas, and emergency shelters are shared use areas. These buildings are open at all times and are noted on the site map.
- Please note the locations of AEDs (if applicable) on your site map. Buildings with AEDs in them are open at all times. If you do not have a building with an AED in it reserved, please do not enter unless it is an emergency.
- All groups should review the emergency procedures and safety regulations with all members of the group. The emergency and safety procedures are posted in the building, unit, or area you have rented.
- Participants are expected to follow the Girl Scout Promise and Law and to exhibit appropriate behavior at all times according to the Promise and Law. The group leader is responsible for ensuring the group exhibits appropriate Girl Scout behavior. Failure to use appropriate behavior may jeopardize your group's ability to rent a River Valleys site in the future.

The behavior and actions of all people using our facilities should be based on the Girl Scout Promise and Law.

The Girl Scout Promise

On my honor, I will try:

To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be

honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,

and to

respect myself and others
respect authority
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Information to Gather On All Participants

All groups should have the following information on-site and in writing:

- Names and address of all participants with any allergies or health conditions noted
- Emergency contact names and numbers for each participant
- Insurance coverage information for each participant (insurance company name, policy number, etc.)
- For minors without a parent on-site, signed permission to seek emergency treatment

Health, Safety, and Dealing with Emergencies

- Girl Scout groups must have one adult on-site that has current CPR and first aid certification from a nationally recognized provider appropriate to the ages of participants in the group. Non-Girl Scout groups are advised to follow this same guideline.
- All user groups are responsible for providing their own emergency care and transportation or contacting 911 in case of emergency. Directions to the site, site address, and site phone numbers are posted by all phones should you need to call 911.
- Please fill out an incident report (located in all first aid kits) if any accidents or emergencies occur and send it to the council office with the evaluation.

The following are not permitted on our properties at anytime:

- Alcohol, illegal drugs, or weapons.
- All sites owned, leased, and/or operated by River Valleys are completely smoke-free. Smoking is not allowed on our sites.
- All pets and animals should be left at home, except in the case of a service animal that must accompany a visitor. Please call or email us at camps@girlscoutsrv.org or 800-845-0787 if a service animal will be visiting a property.
- Personal sports equipment is permitted, but must be approved by the leader of the group prior to bringing to the facility.
- Firewood is provided at our facilities. **Please do not bring your own.**

Kitchen Safety and Sanitation

- Only clean and sanitized utensils should be used in the preparation of food. Once a utensil is used, it should be immediately cleaned and sanitized. To clean and sanitize utensils, follow the dish washing instructions posted in kitchen area.
- Food-contact surfaces (counters, cutting boards, knives that contact raw food, etc.) need to be cleaned and sanitized after EACH use. To clean, wipe down with wet cloth and then sanitize with the sanitizer provided in spray bottle.
- It is important to minimize the time that potentially hazardous foods remain in the temperature danger zone of 40°F - 140°F. A food thermometer is available to measure temperatures. Hot food should be kept hot and cold food cold until it is time to serve.
- Food that has been distributed out of the kitchen should be thrown out. Foods that have left the safe temperature zones should be thrown out.
- Please keep the lids on garbage cans at all times.
- It is recommended that user groups have someone in the kitchen that has knowledge, training, or experience in food safety.
- For use of the commercial kitchens, and when serving more than one troop/group or family unit, commercial kitchen training is required, as well as a ServSafe-certified person or Kitchen Manager to take leadership in the kitchen. Please see the State of Minnesota's website for more information on ServSafe: <http://www.health.state.mn.us/divs/eh/food/fmc/index.html>.

General Cleaning

- Groups are expected to follow the cleaning guidelines posted in each building and should make sure to leave the building/area cleaner than they found it.
- Please note that there are no chemicals (except kitchen sanitizer) available for cleaning due to American Camp Association (ACA) guidelines stating that chemicals should be used only by persons trained in their use. Maintenance/cleaning staff will sanitize and use chemicals to clean after each use.
- Cleaning equipment, vacuum, brooms, mops, paper towels, and garbage bags are furnished. Please sweep or vacuum the areas you use.

Youth Supervision Ratios

When supervising youth, it is recommended the following ratios be maintained:

Age of Youth	Number of Youth	Number of Adults, 18 or older
6-8 years old	6	1
9-14 years old	8	1
15-18 years old	10	1

All Girls Scout groups must have at least two adults present with each group. Refer to *Safety-Wise* for more details on each of the program age levels and adult to girl ratios.

Staff/Volunteers Working with Youth

All Girl Scout volunteers and staff must follow the policies and guidelines set up by Girl Scouts of Minnesota and Wisconsin River Valleys. Per American Camp Association Standards we advise all other user groups of the following best practices when they are recruiting staff or volunteers:

- Obtain a voluntary disclosure statement from volunteers/leaders working with your group.
- Obtain a background check for all adults leaders working with your group.
- Verification of previous work (or volunteer) history completed for all leaders.
- A check of the National Sex Offender Public Registry for all adult leaders of group (a free service at www.nsopr.gov).
- A personal interview for all leaders of the group.

Swimming & Boating

Please see Operating Procedures for All Aquatic Areas for details on these activities.

Archery, Biking, Low Ropes, Campfires and Outdoor Cooking

All groups engaging in these activities (if available) must have a person present at each activity with the following certifications:

- Current certification from a nationally recognized provider in first aid, including training on bloodborne pathogens, and
- Current certification from a nationally recognized provider in age-appropriate CPR that includes the use of breathing devices (e.g., pocket masks), and
- Current certification from a nationally recognized provider in the activity they are doing and/or previous training.

All groups using archery, biking, low ropes or doing outdoor cooking must follow the operating procedures and safety rules for each individual activity as displayed in the various locations of the activities and as provided.

Firewood and kindling are provided at our facilities; please do not bring your own. River Valleys follows the Minnesota DNR's recommendation to not transport wood from place to place to help stop the spread of forest pests and disease.

Safety during Hunting Season

Our facilities remain open throughout the entire year. In Minnesota and Wisconsin, fall means the start of hunting season. River Valleys recommends that all people who use our facilities from September 15-December 31 become aware of the hunting seasons and the DNR-recommended blaze orange requirements for each season. Please keep in mind bordering properties and hunters on that land as well.

For more information please refer to the MN or WI DNR websites and/or *Hunting and Trapping Regulations Handbook*.