



Heart of Virginia Scout Reservation
Camp T. Brady Saunders, Cub Adventure Camp and Camp S. Douglas Fleet
1723 Maidens Rd., Maidens, VA 23102
Mailing Address
PO Box 6809
Richmond, VA 23230

CUB ADVENTURE CAMP USE REQUEST
Heart of Virginia Council, Boy Scouts of America
For all Council Units and District and Council Activities

The following forms are required to request the use of facilities:

- Cub Adventure Camp Use Request Form
- Summary of Facility Use Guidelines

Please complete the form and attach copies of the additional documents as required, which include but are not limited to:

- A proposed agenda to include list of activities and facilities you plan on using
- Any required certifications for the use of special activity areas

Contact the Camp Rangers to let them know you have arrived at camp.

- Pat Dillon (804)467-1897 or
- Dean Thurston (804)457-1896

If your activity requires food service or you need the use of the kitchen contact the Program Director to make separate arrangements.

Please carefully read and then sign the “Summary of Camping Guidelines”. If you have any questions regarding the use of the facility contact the Program Director.

Thanks for scheduling your event at Cub & Webelos Adventure Camp. We look forward to having you here for a successful event.

Direct all correspondence and questions to:

Mic Mullins
Program Director
Heart of Virginia Council
PO Box 6809
Richmond, VA 23230
mic.mullins@scouting.org
Phone - 804-204-2625



CUB ADVENTURE CAMP USE REQUEST FORM

Heart of Virginia Council, Boy Scouts of America

For all Council Units and District and Council Activities

(Available when Cub Scout Summer Camp programs are not in session.)

Main Contact: _____ Group or Event Name: _____

Arrival Date & Time: _____ Wedding/Reception Date & Time: _____

Departure Date & Time: _____ # Of Guests _____

Do you require a preparation date earlier than the wedding date? ___Y___N

Do you plan to serve alcohol? ___Y___N

Activities at Adventure Camp are governed by the type of rental you select.

Indicate areas you wish to use and select the appropriate reception options. Alcoholic beverages are not allowed, unless the appropriate options are selected. If you select no alcoholic beverages, the camp will still be available for Scout camping and rental of unused facilities. Selecting alcoholic beverages will ensure no other users at the camp.

Costs are based on use of the area per night, (ex. Friday evening to Saturday afternoon = one night or Friday to Sunday = two nights)

Reserve all the areas your group wishes to use:

Administration Building Conference Room: \$ _____ [\$250/night]
Dining Hall, Main Room with alcohol: \$ _____ [\$1400/night – Main area ONLY – no part of the kitchen]
Dining Hall, Main Room without alcohol: \$ _____ [\$1100/night – Main area ONLY – no part of the kitchen]
Dining Hall Kitchen & Main with alcohol: \$ _____ [\$1700/night – Main area ONLY – no part of the kitchen]
Dining Hall Kitchen & Main w/o alcohol: \$ _____ [\$1400/night – Kitchen use included]
Handicraft Lodge: \$ _____ [\$150/night - NO SLEEPING PERMITTED]
Welcome Pavilion: \$ _____ [\$100/night]
Amphitheater: Without Lights and Sound _____ [\$100] With Lights and Sound \$ _____ [\$250/ night]
Use of camp sleeping quarters (only available with alcohol rental): \$ _____ [\$1000/night] includes 156 bunk style beds
Dumping Fee: [\$150 event] \$150

Calculate Total Fees here: \$ _____

Fees must be paid at the Scout Service Center before your group arrives at the Cub Adventure Camp

As the lead contact for this wedding, I have read and agree to abide by the facilities rental guidelines set forth here and on the back of this application.

Lead Contact Name: _____ Address _____

Phone: _____ Email _____

OFFICE USE: Date Received: _____ Signature of Council Rep. _____

Received by: _____ Approved _____ Not Approved _____



SUMMARY OF CAMPING GUIDELINES FOR CUB ADVENTURE CAMP

(Available when Summer Camp programs are not in session)

1. **RESERVATIONS:** Reservation may be made in person, by mail or email. Reservations **must be received no later than 7 days prior to the requested use of camp or a \$50 late fee will be applied to your registration.** Camp use is on a first-come, first-served basis. The adult in charge must sign the statement below and present it to the Campmaster, Camping Director, or Ranger prior to setting up camp.
2. **PARKING:** All vehicles must park in one of the designated parking areas. ***Parking along roads is not permitted.***
3. **CHECK-IN:** Leaders and adult visitors must check in with the Campmaster, Camping Director or Camp Ranger. Do not plan to arrive at camp before 7:00 AM or leave after 10:00 PM. Present a copy of your Request for Use Form and attendance roster to the Campmaster, Camping Director or Ranger on arrival at camp and **check out with him when you leave.** Vehicles must be in designated parking lots immediately after unloading. Equipment trailers may be left in the campsite.
4. **SPEED LIMIT:** The maximum speed limit on camp property is 10 mph, 5 mph on secondary roads.
 - i. **NO EXCEPTIONS the Camp Rangers will stop anyone who is speeding!!!**
5. **LIGHTS & STOVES:** Liquid fuel lights and stoves may only be used under adult supervision. A 12" minimum clearance from trees and overhanging branches is required.
6. **GARBAGE DISPOSAL:** All waste materials must be disposed of properly. Trash may be placed in the camp dumpsters if the camp dump fee was paid. All trash and other waste must be removed from camp property.
7. **FIRES:** Build all campfires in established camp fire pits. Check with the Camp Master, Council Program Director or Camp Ranger concerning possible fire restrictions. Use proper approved fire procedures as defined in the Boy Scout Handbook. All fires must be out cold before leaving the camping area. **Do not bring in outside firewood!**
8. **TREES:** Do not cut or mark any trees without permission from the Camp Ranger. Do not clear underbrush from the edges of the campsite or clean the ground of leaf fall in and around the tents.
9. **PROGRAM AREAS:** Without prior approval, program areas are not available. Approval from the Council must be obtained in advance to use the following: Shot Gun Range, Rifle Range, Archery Range, Climbing Tower, High Low Ropes Course (Project COPE), and Aquatics Area. Use of all buildings and shelters must have prior approval.
10. **PROGRAM ASSISTANCE:** Program needs requiring special effort from the Camp Ranger must be arranged in advance with the Council. At the end of your stay, all borrowed program items must be returned.
11. **PROHIBITED ITEMS:** Alcoholic beverages, illegal drugs, fireworks and firearms are not permitted on camp property. Offenders will be subject to immediate dismissal from camp property.
12. **ACCIDENTS:** All accidents and emergencies should be reported immediately to the Campmaster, Council Program Director or Camp Ranger.
13. **FISHING:** No fishing is permitted in the swimming and boat docking areas or within 100 feet of those areas. (Lost fishing lures in those areas are hazardous to swimmers and boaters.) The buddy system is always used in camp but is extremely important when youth are fishing.
14. **PROPERTY OR EQUIPMENT DAMAGE:** The Unit assumes all liability for abusive damages to camp facilities or equipment. Locked areas of camp (gates or buildings) are off-limits without prior approval from the Council.
15. **USE OF THE ADMINISTRATION BUILDING:** Only adults, with prior permission from council, are permitted to sleep in the Camp Administration Building. **Sleeping is not permitted in any other building by any youth or adult campers at any time.**

I have read, understand, and will follow the aforementioned regulations. Failure to adhere to these regulations may result in my unit forfeiting their privilege to camp at Camp T. Brady Saunders.

Adult in Charge: _____ Date: _____ Unit # _____

Heart of Virginia Council, PO Box 6808, Richmond, VA 23230
Phone: 804-355-4306 Fax: 804-353-6109 e-mail: mic.mullins@scouting.org
www.hovc.net www.bradysaunders.net www.cubadventurecamp.net

