THE UNIT/ORGANIZATION AGREES:

1. RESERVATIONS
   - Accepted on a first come, first served basis
   - All reservations must be done via the online reservation system. NO EXCEPTIONS.
   - All reservations must be pre-paid

2. CANCELLATIONS
   - No shows forfeit all fees paid
   - Cancellations must be emailed to Kristin McFarland at Kristin.mcfarland@scouting.org at least 2 weeks prior to the start date of the scheduled event to be considered for refund.

3. CABINS
   Rental of cabins is for 8 people max. Only the rental of an upper cabin allows use of the Kamper Kitchen and Staff Hill Restrooms/Showers.

3. CHECK-IN/CHECK-OUT PROCEDURES
   A volunteer Campmaster or Caretaker is usually scheduled to be at camp most of the year. The Campmaster is the unit's connection on weekends for the camp. He/she can help with questions concerning camp and check-in/check-out of camp during the weekend. Check-in will take place upon your arrival at camp (arrival time begins at 5 pm). Your unit needs to check in with the Campmaster (signs posted) and/or Camp Ranger. During check-in the Campmaster/Ranger will check your cabin/site prior to your use and make any notes about noticeable issues at this time. Check out happens prior to your departure from camp. The Campmaster and/or Ranger will conduct check out. During checkout the Campmaster/Ranger will check the cleanliness of the cabin/site your unit used and compare it with the check in log. Damages will be charged to the unit by written notice from the Council Service Center via their unit account or invoiced at a later date. The Camp Ranger will determine the dollar amount of damage. Failure to checkout will result in a $100 fee.

4. WATER
   Water is turned off (tentatively) in late October through May 15. There is an all-weather tap in front of the Dining Hall.

5. FLUSH TOILETS
   The flush toilets in the lower camp are turned off during the winter as well. They are unavailable from late October through May 15.

6. KITCHEN
   The kitchen is not available between the end of late October and May 15 due to the status of water in the buildings. Kitchen rentals do not include utensils, plates, cups, paper products, cleaning products etc. All groups need to bring their own items.

67 TRASH
   Camp Lawton is a pack-it-in/pack-it-out camp. All trash is to be removed from Camp Lawton by the users. Do not leave trash in campsites, in program areas, in cabins, or near the dumpsters.

_____________________________  ____________________  ______________________
Group Leader                  Date                     Organization

Unit: ___________________ District: ______________________ Organization: ____________________