

ARNAZ PROGRAM CENTER

Camp Arnaz Rental Terms & Conditions

CAMP ARNAZ RESERVATIONS INCLUDE THE FOLLOWING CONTRACTUAL POLICIES, TERMS AND CONDITIONS.

INFORMATION AND CONTACTS

www.girlscoutsccc.org/Arnaz

- (805) 658-8210 x3966, or x3963 or
- (800) 822-2427 x3966, or x3963
- Camp Arnaz Site Maintenance: 805-340-1636
- Camp Arnaz Email: camparnaz@girlscoutsccc.org
- GSCCC Council Customer Care: info@girlscoutsccc.org

GENERAL INFORMATION AND TERMS & CONDITIONS

Camp Arnaz is a 36-acre camp and program center facility owned by Girl Scouts of California's Central Coast Council (Council). Camp Arnaz facilities are available for rental in a natural setting that provides for outdoor experiences, environmental learning opportunities, and development of appreciation for nature and the out-of-doors.

1. **Reservations.** To reserve facilities at Camp Arnaz, you must be at least 21 years of age, and be present on-site during the time of the reservation. Reservations are available one-year in advance for Girl Scout groups, or for entire-site rentals. All other groups may rent six months in advance. Preference will be given to Girl Scout groups during the month of May.
2. **Limited Staffing:** Camp Arnaz is mostly a self-serve facility, meaning that camp staff are usually on-hand only during check-in, checkout, and during any special needs or emergency. Renters are expected to respect the camp's facilities and natural environment, clean their rental facility area(s) and remove all trash to the main dumpster per a checklist that will be provided at check-in.
3. **Natural Environment:** Camp Arnaz offers rentals of a lodge, activity room and kitchen, two cabins with electricity and one shower each, yurts, flush toilet/sink restroom facilities, primitive campsite areas, rain/shine shelters, picnic tables, campfire circles, BBQs, archery, volleyball court, agility course, hiking, do-it-yourself activity kits and other features in a natural outdoor environment. Roadways, pathways and terrain are uneven, natural wildlife and vegetation abounds, low-light conditions exist. Closed-toe shoes are required at all times, and appropriate clothing for outdoor environments are highly recommended. Renters will need to provide for battery-powered lanterns, flashlights, etc., to light their campsite or yurt areas and for treks to the flush-toilet restroom facilities.

4. **Payment & Fees:** Payment is due at time of rental. Additional service and cleaning fees are charged for overnight rentals. Cleaning fees are refundable if there are no damages and the renter clean-up checklist is deemed satisfactory upon check-out inspection. Damages, excessive usage of water or the need for special janitorial services may result in additional charges for any type of rental.
5. **Cancellations:** In the event you need to cancel your reservation or any part of it, reservations totaling less than \$2,500 must be cancelled at least two weeks prior to date of rental or you will forfeit 5% of the total rental fee. Reservations totaling \$2,500 or more must be cancelled at least 30 days prior to date of rental or you will forfeit 15% of the total rental fee. Reservations cancelled after these times, will not be refunded. In the event that Council cancels the reservation because of unsafe weather or other emergencies, a full refund will be given automatically.

6. Insurance and Hold Harmless:

Non-Girl Scout Groups:

All organizations/groups that **are not** members of Girl Scouts, must submit additional documentation and insurance coverage to the council office at least one week prior to the reservation date, or the reservation is subject to cancellation, and forfeit 15% of the total rental fee:

- A signed "Hold Harmless" Agreement
- A Certificate of Insurance for \$1,000,000.00 naming Girl Scouts of California's Central Coast as an additional insured for the entire period of the rental.*
- Proof of additional \$1,000,000 Liquor Liability Insurance policy, if serving alcohol.*
- Copy of any permits required by law. (i.e. ABC permit if alcohol is to be sold).*

***The facility cannot be rented without this information submitted to the council office prior to use via camparnaz@girlscoutsccc.org**

Girl Scout Groups:

- Girl Scout groups must submit the additional Plan 2 insurance form for supplemental insurance if any participant is not currently a registered Girl Scout, or the group is staying for more than two nights. www.girlscoutsccc.org/forms
- NOTE: All Girl Scout overnight participants must be a registered Girl Scout member.

*** Plan 2 insurance form must be submitted to council at least three weeks in advance of the rental period to camparnaz@girlscoutsccc.org, or received by council at 1500 Palma Drive, Suite 110, Ventura, CA 93003 three weeks in advance of the rental period**

7. **For Girl Scout Groups: Girl Scouts Volunteer Essentials and Safety.** All Girl Scout groups renting, verify:
 1. That at least one registered adult volunteer on site has completed Stepping Out and Outdoor Training (this number may be greater in order to accommodate Safety Activity Checkpoints, depending upon the size of the group)
 2. That at least one registered adult volunteer on site has current First Aid/CPR Certification (this number may be greater in order to accommodate Safety Activity Checkpoints, depending upon the size of the group).
 3. That the registered adult-to-girl ratios, parent permission slips, health history forms, etc., and other standards in Volunteer Essentials required are being followed and met.
 4. That two unrelated adults are registered Girl Scout volunteers leading the group.
 5. That males may not camp overnight with Girl Scouts in the same dwelling.
 6. That all Girl Scout group adults staying overnight are registered Girl Scout members and have completed a successful background check prior to arriving for the reservation period.
8. **Check-in.** You, or a designated contact within the reservation, must be the first to arrive at the time specified within the reservation and **must check-in** with the camp property staff. You or other participants may not arrive early. Participants arriving early will be charged accordingly. Check-in is at 2:00 pm or later for an overnight reservation.

9. **Check-out.** Check-out is at (12:00 p.m.) noon for an overnight reservation. Additional time will add additional fees to your reservation. Before leaving, you will have a “walk-through” with camp property staff. Please call the Camp Property Office at (805) 340-1636 when you are ready for your final walk-through, and to sign final paperwork, return gate remote and all checked out items to camp property staff. (Refunds will not be processed until final walk-through has been completed and the check-out list has been satisfied.) Groups are expected to leave the site in the same condition in which they found it at check-in. Cleaning instructions for the facilities will be provided upon check-in. Groups that do not follow the cleaning instructions will not receive any applicable refunds and may incur additional fees for staff time to clean and/or re-arrange the camp back to its original condition.

10. **Day Reservations.** Day Reservations rates are for a continual 8-hour maximum period; hourly fees are added for each hour over 8, but less than 24. Extra hours may be arranged at an additional fee. Keep in mind set-up, decorating and clean up needs, as these are all considered part of your rental time.

11. **Overnight Reservations.** Check-in is at 2:00 pm or later on the date of reservation. Check-out is at 12:00 p.m. - noon. Additional hours will add additional fees to your contract. Keep in mind set-up, decorating and clean up needs, as these are all considered part of your rental time. ARNAZ SITE PROCEDURES

12. **Alcohol:** Alcohol is not allowed with Girl Scouts groups at any time. **Groups that have not made proper arrangements for the consumption of alcohol as listed below, risk forfeiture of the entire reservation fee.** Council must also be contacted for non-Girl Scout group's planned use of alcohol via camparnaz@girlscoutsccc.org PRIOR TO reservation if entire site not rented. For rental parties wishing to serve or consume alcohol, the following policies are in effect:

- Liability Insurance: The non Girl Scout rental party must provide a \$1,000,000 certificate of liability insurance (COI) naming Girl Scouts of California's Central Coast as an additional insured. The party can either get a rider from their homeowner's insurance that shows that the insurance is for this specific event, or purchase private event insurance through the company of their choice. Proof of this insurance must be provided at least one week prior to the reservation date, or at the time a final payment is submitted. COI must be sent to camparnaz@girlscoutsccc.org
- If alcohol is served at the event, an ADDITIONAL \$1,000,000 alcohol liability insurance must be purchased naming the Council as an additional insured. . Often the caterer or bartending company will carry this insurance on behalf of the event. When the caterer or bartending company leaves, no more alcohol may be served or consumed on the site. The alcohol COI must be sent to camparnaz@girlscoutsccc.org
- Whenever alcohol is served at an event, two professional security guards must be hired to be on the site during that time period. Proof of hiring security guards must be provided to Council at least one week prior to the reservation date – submit to camparnaz@girlscoutsccc.org
- In some cases, a permit must be acquired from the California Department of Alcoholic Beverage Control (ABC). If there is to be any sale of alcohol at your event, you must acquire a license. Visit the ABC's website for more information at <https://www.abc.ca.gov/permits/permits.html>

13. **Archery.** The archery range is available for rent. Advance notice must be given to camp reservations staff. Each group must hire and pay for their own certified archery instructor; a list of approved instructors is available upon request. If a rental group works with an instructor not recommended by camp staff, a copy of the instructor's current certification must be presented by the time of final payment and prior to usage of the archery range. A scanned or photocopied copy of the certification is sufficient and must be sent to camparnaz@girlscoutsccc.org The group and/or instructor must set up the range; camp staff will not set up the range for groups. The archery range is CLOSED at all other times. The hill and trail behind the archery range is closed when the range is in use.

14. **Caterers/Outside Contractors:** You are responsible for all areas used by caterers and outside contractors. This includes but is not limited to clean-up and broken and/or missing equipment (pots, pans, sound equipment, etc.) If additional insurance and/or permits issued to a caterer/outside contractor are utilized in order to satisfy the renter's requirements when alcohol is being served, all service of alcohol must stop when caterer/outside contractor leaves the premises.

15. **Children:** Children must be supervised at all times. Adults with responsibility for or access to campers should be pre-screened and trained, so as to be able to provide appropriate supervision. The correct ratio of adults to children should be observed and enforced; Girl Scouts groups must follow guidelines set forth in Safety Activity Checkpoints; other rental groups are advised to observe guidelines as listed below. General ratios of adults to children may need to be increased for groups serving children with special physical, medical, cognitive, or behavioral needs. At least two adults should be present per child in certain circumstances in which safety or the possibility of child abuse could occur, such as in showers. At least 80% of the staff working with children should be 18 years of age or older (100% for groups primarily serving persons with special needs); all staff should be at least 16 years of age and at least 2 years older than the minors with whom they are working. Girl Scout groups with more than 200 attendees must have a certified first-aid-er on site during the rental period.

16. **Decorations/Signage:** Foreign matter such as dance wax or sawdust may not be used on the floors. Signs or decorations may be attached to wood surfaces in cabins, lodge, or Rainshines with tacks. Please do not use staples, tape, nails, or screws on the walls or in any other place throughout the facility. Do not attach decorations to interior doors, walls, windows, fireplaces, or light fixtures.

17. **Filming/Photo Shoot Production:** Photo shoots, filming or video productions may not occur on-site without approval from Council and the execution of a production agreement. The Council should be contacted at least six weeks in advance prior to the rental period at camparnaz@girlscoutsccc.org

18. **Deliveries/Pick-ups:** Deliveries or pick-ups can be made any time during the rental period. Arrangements must be made with the camp property staff for any delivery or pick-up made outside of the rental hours. Any deliveries or pick-ups that prohibit further rental of the site will result in additional rental fees. If it does not prohibit further rentals, a storage fee will be assessed for additional staff time. These arrangements must be made ahead of time with camp reservations staff. The rental party's insurance must be in effect the entire time personal property is at the Arnaz Program Center facility. We do not accept responsibility for personal belongings left for storage.

19. **Drugs:** No illegal drugs are allowed on the Arnaz Program Center property. Smoking is strictly not allowed on the property.

20. **Emergency Procedures:** ***Be sure someone in your group has a working, charged cell phone for emergencies.*** We recommend that all non-Girl Scout user groups have adults present who are currently certified in CPR and First Aid for emergency care, and require it of Girl Scouts groups. **We do not provide health care.** Please bring your own first aid kit and supplies. An emergency vehicle must be designated by your group, and available at all times, as Camp Arnaz does not have emergency transportation.

In the event of an emergency, we advise groups to immediately call 911. For minor incidents (non-emergency), user groups are responsible for the First Aid of their group. In the case of an emergency requiring evacuation, the camp property staff, will be on call at the camp maintenance line 805-340-1636, and once present, will assist with evacuation procedures and assisting authorities. All user groups should keep the following information with them at camp regarding their participants:

- Names and addresses of all participants.
- Emergency contact names and numbers.
- Listing of allergies or health conditions requiring treatment, restrictions or other accommodations while on site.
- Permission to seek medical treatment for any minors who will be attending without parents or a signed religious waiver.
- Handout provided to them at check-in regarding emergency procedures at Arnaz Program Center.

If an incident or emergency occurs while you are at Camp Arnaz, please complete an Incident/Injury Report and submit it to a staff member as soon as possible, before you leave the property. You will be provided with a copy of this form upon check-in. additionally, it can be found at <http://bit.ly/1O63AQQ>

21. **Firearms:** The discharge or possession of any type of firearm or weapon is not permitted on the property. This includes BB, paint ball, and pellet guns. Archery equipment may only be used on the archery range and during approved archery range rental time.
22. **Firewood:** If you are planning on having a fire while you are visiting Camp Arnaz, please bring your own firewood, or call ahead to check on availability of wood onsite. Firewood provided by the site staff is available for \$5 per small bundle of wood. **Certain weather conditions, such as red flag warnings, will prohibit the burning of anything on-site.** You will be notified of the fire ban in that case. Strict enforcement of red flag warnings will be monitored; and groups removed without refund if not followed.
23. **Fireworks:** Are prohibited at all times.
24. **Food Handling Procedures** To help protect everyone's health, use only clean and sanitized utensils and equipment during food preparation, clean and sanitize food-contact surface after each use, and minimize the time that potentially hazardous foods remain in the temperature danger zone, 40°F to 140°F. One person must be placed in charge of the kitchen and be responsible to monitor its use daily. All dishes and food-service utensils must be air-dried.
25. **Front Gate:** The front is gate may be opened and closed using the remote that will be provided to your group at check-in. It is your responsibility to make sure that this remote is returned undamaged upon check-out. Damaged or lost units will be charged to your group. Once you have been checked- in, it is your responsibility to manage the flow of people from your party in and out of camp. For security, we recommend closing the front gate once all members of your party have arrived. The gate has a battery that is solar charged, ensuring that the gate will still open in the case of a power outage. Local emergency crews have access and are able to open and close the gate as needed.
26. **Hazards:** As in all rural areas, there are things to watch out for. Please be aware that we have the following animals, insects and plants on the site that could potentially be harmful or cause illness or disease:
- **Ground squirrels** – Deep squirrel holes are found throughout the site. Beware of holes in the ground when walking. Do not feed, approach or touch squirrels as they could carry diseases that are harmful to humans.
 - **Snakes** – Venomous snakes (rattlesnakes) are indigenous to this area. Beware of snakes that can be found on trails, in the wooded parts of the property and by buildings. Do not pick up or touch snakes directly or by using any objects such as sticks. Snakes are an important part of our natural habitat and should not be harassed nor harmed. Contact the site superintendent at 805-340-1636 to manage the situation.
 - **Bats** – Bats can carry diseases that are harmful to humans. Keep doors to cabins closed. Contact camp property staff at 805-340-1636 for assistance and instructions on bat removal, should one enter a structure.
 - **Other wild animals**, such as mice, coyotes, foxes, bobcats, turkeys, deer and raccoons have been seen on the site. Observe the animals from a safe distance. If you can approach any of these animals, it's probably because the animals are sick and not able to move away quickly. Do not touch the animals as they can carry diseases or cause injuries. **Never** feed the wild animals at this site.
 - **Mosquitoes, ticks and black widows** - Protect yourself from mosquito and tick bites by wearing long sleeved clothing and applying a protective insect repellent. Check yourself each day for ticks and remove them. Protect yourself from black widow bites by using care when handling logs and firewood and when placing your hands under benches and picnic tables. Follow standard first aid procedures if bitten.
 - **Poison Oak** – Poison oak can be found in various locations around the site at the base of trees and is mostly concentrated in the creek bed (near the wooden bridge) and along fence lines. Leaves may be green or reddish brown, small or large, but usually in a three-leaf cluster. Even bare stems can cause a reaction. Avoid contact with poison oak.
27. **Horses:** Any horses on neighboring properties are privately owned and are **off limits** to all rental groups. You may be asked to leave the property if you disregard this safety rule and, in addition, *your deposit will be forfeited.*
28. **Lanterns/Outdoor Lighting in Campsites:** Outdoor lighting is limited at the center. We suggest you bring battery-operated lanterns and flashlights. If you have turned on the exterior lights around the lodge or cabins, please extinguish them at bedtime. Our neighbors appreciate the dark skies, and it is your responsibility to help preserve them.

29. **Lodge Set-Up – Table/Chair Set-up and Take-down:** Set-up and take down of tables and chairs is the responsibility of the client. Depending on staff availability, support may be available for set-up and take-down for an additional fee. This must be arranged with the Camp reservation staff at least 4 weeks prior to the rental to allow for adequate staffing. Contact Reservations staff for specifics and availability.

Please do not drag chairs and tables across the floor; as they can be damaged. Damage done to lodge, cabin, and yurt floors will trigger a charge against the security deposit.

30. **Male party members (GS troops/groups only):** According to Girl Scouts policies, male members of the party must sleep separately and a distance away from female members of the party. Male participants do not count in the adult-to-girl ratio for Girl Scout groups.
31. **Mats and Cots:** Mats and cots are not to be moved about on the property without prior approval. Moving of these items, including replacement to their original location, will be the responsibility of your party. Any damage to mats or cots must be reported upon check-out and will trigger a charge against the security deposit. Mats and cots that have been moved from their original location without prior permission will trigger a charge against the security deposit. Mats and cots not returned to their original location, if prior permission has been granted, will trigger a charge against the security deposit.
32. **Music:** Amplified live or recorded music should be confined to the interior of the buildings. GSCCC reserves the right to reduce the sound level if it becomes too loud. Please be courteous to Arnaz neighbors and other groups in the camp, and keep sound levels reasonable. **Music in the campgrounds must stop by 10:00 p.m.; music in the lodge and cabins may continue after this time ONLY if it is not audible outside.**
33. **Open Fires:** Check with Arnaz Program Center Staff at check-in time for fire conditions. **An adult must supervise the fire the entire time it is lit until it is completely extinguished.** Rake area around Campfire ring and have hose or water bucket nearby. Let ashes die in the fire pit and completely water it down to ensure the fire is extinguished. Before check-out, the fire pit should be cool to the touch. Fire pits must be cleaned out prior to departure. Please make sure to allow enough time for ashes to cool before attempting to clean out the fire pit; do not move hot ashes. Campfires may be restricted due to weather conditions, such as when the area is under a red flag warning.
34. **Parking:** You will be allowed to drive to your campsite or facility to unload before any activities are planned for the group. As soon as you are finished unloading, you must return to the parking lot and **park backed in**, if you are parking in the center, or parallel, if you are parking in front of the lodge. In addition, the road is a one-way road. When coming into the Arnaz Program Center the road goes to the right. The speed limit is 5 mph. Please observe this both for safety reasons and to help keep dust down. RV's and campers are not permitted on the property, except for limited special circumstance in the parking area with advance review and Council approval.
35. **Pets:** Are not allowed at the Arnaz Program Center.
36. **Refrigerator:** If your reservation includes use of a refrigerator, you must check the temperature daily and record it on the log provided, in order to ensure that food is kept at 40°F or below. *If the temperature exceeds 40°F, please immediately call the camp maintenance line at 805-340-1636.*
37. **Rome Beauty Cabin /Pippin Cabin /Lodge:** Paper goods or other trash may not be burned in the fireplace or wood stove. Please keep fireplace screens closed. Fireplace and woodstove must be cleaned prior to check-out. An adult must be present at all times and the fire is not to be left unattended. Indoor furniture or equipment should only be used indoors. Please cover all tables with protective materials when doing arts and crafts.
38. **Smoking:** Camp Arnaz is a **no smoking area**.
39. **Sports Equipment:** Personal sports equipment brought to camp should be stored and used in a manner so that it is safe for all campers.

40. Storage: In limited cases, storage of materials (such as rental tables and chairs) can be pre-arranged with Arnaz Program Center Staff for a small fee. Such storage must not interfere with other reservations or with normal operation of the Camp, and must not exceed 48 hours prior to or after the rental contract times.

41. Tables and chairs: Tables and chairs onsite may be used as a part of your rental; arrangements will need to be made ahead of time with Arnaz Program Center staff. Set-up and take-down of tables and chairs is the responsibility of the customer, unless prior arrangements have been made. A fee may be incurred if Arnaz Program Center Staff are needed to help with set-up and take-down.

Please do not drag chairs and tables across the floor; as they can be damaged. Damage done to lodge, cabin, and yurt floors will trigger a charge against the security deposit.

42. Transportation: There is no transportation provided by the Arnaz Program Center. All vehicles must observe traffic safety rules while in camp, including not driving on camp grounds (other than in the parking lot) during designated "camp" times, and when permitted to drive on camp grounds, observing speed limits and not exceeding 5 miles per hour. Individuals are not permitted to be transported in an unsafe manner (i.e. in the bed of a pickup truck). Vehicles are to be parked in the lot, not in the main campground. Emergency transportation must be available at all times, provided by a designated vehicle belonging to a member of the rental group.

CLEANING REQUIREMENTS

Cleaning Instructions for Facilities

All troops/groups that use the facilities must clean them as directed below before they check out or their applicable cleaning deposit may be forfeited. Leader/Group Contact must be available prior to leaving for the final walk through.

For all rentals:

- Pick up all pieces of paper and trash.
- Put all trash in trash bags, tie the tops closed, and take to dumpster in parking lot.
- Place recyclables in marked recycling containers or recycling dumpster (marked).
- Clean out fireplace/barbecue/campfire ring. Dispose of ashes in metal can provided. If ashes are still warm, inform the camp property staff at time of check out (do not remove hot ashes).

Lodge – Main Hall:

- Remove all personal belongings and decorations.
- Pick up all large pieces of paper and trash from inside the lodge, the lodge lawns and patio and in the parking lot.
- Clean out fireplace. Dispose of ashes in metal can provided. If ashes are still warm, inform the Site Staff at time of check out. (do not remove hot ashes)
- Wipe down all tables and chairs. Wipe dry. Put all tables and chairs away unless you have contracted for set-up/take/down service.
- Tidy bathrooms – including sinks, toilets, and fixtures. Wipe dry. Sweep floors.
- Sweep and mop all floors. *Proper mopping requires frequent rinsing of the mop with clean water.*
- *Empty trash and take to dumpster in parking lot.*

Lodge - Kitchen:

- Clean counters, sinks, grill, steam table, and stove. Wipe dry.
- Remove ALL food and containers from walk-in. Whatever you put in the walk-in, please take it home with you. Wipe down shelves. Do not change temperature controls.
- Be sure stoves are turned off and all food and equipment is removed from ovens.
- Clean all kitchen equipment and return to proper storage area.
- Wash and dry dishes. Site Staff will check dishes and storage prior to check-out.
- *Empty trash and take to dumpster in parking lot.*

Lodge - Activity Room:

- Remove all personal belongings and decorations.
- Wipe down all tables and chairs. Wipe dry.
- Return all tables and chairs to the configuration you found them in.
- Vacuum Carpet
- Tidy bathrooms – including sinks, toilets, and fixtures. Wipe dry. Sweep floors.
- *Empty trash and take to dumpster in parking lot.*

Cabins - Rome Beauty & Pippin:

- Remove all personal belongings and decorations.
- Clean out fireplace or wood burning stove. Dispose of ashes in metal can provided. If ashes are still warm, inform the Site Staff at time of check out (do not remove hot ashes).
- Wipe down all tables and chairs. Wipe dry. Push all tables and chairs against the walls.
- Store mats in original storage area.
- Tidy bathrooms – including sinks, toilets, and fixtures. Wipe dry. Sweep floors.
- Turn off fans, air conditioning/heating (if present) and close all windows and doors.
- Sweep and mop floor. *Proper mopping requires frequent rinsing of the mop with clean water.*
- *Empty trash and take to dumpster in parking lot.*

Cabin Kitchen:

- Clean counters, sink, and stove. Wipe dry.
- Clean refrigerator inside and out. Remove all food. Wipe clean and dry. Do not turn off or change temperature control.
- Be sure stoves are turned off and all food and equipment is removed.
- *Empty trash and take to dumpster in parking lot.*

Rainshines/Campsites/Yurts:

- Sweep out all Rainshines/yurts.
- Return picnic tables to their original positions and sweep/wipe clean.
- Take down any signs and/or decorations.
- Clean out all ashes/dirt from fire pit, BBQ pits and park grills. Place in metal container provided (do not remove hot ashes).
- Tidy bathrooms – including sinks, toilets, and fixtures. Wipe dry. Sweep floors.
- *Empty trash and take to dumpster in parking lot.*

PROGRAM ACTIVITIES

1. **Archery:** The archery range is available for rent for \$50 per hour. Each group must hire and pay for their own certified archery instructor; a list of approved instructors is available upon request. The group and/or instructor must set up the range; camp staff will not set up the range for groups. A copy of the instructor's certification, if not a recommended instructor, must be provided by the time of final payment.
2. **DIY Kits:** DIY Kits are available for check-out with advance reservation. Kits are to be kept on the property of the Arnaz Program Center. A small fee is required for use of all equipment and DIY kits.
 - **Badge Button Pins**-Includes 2 badge button makers and lots of badge button pins for the girls to make.
 - **Brownie Bugs**-Your Brownies will explore the world of Bugs, and earn their BUGS BADGE, which is part of the Legacy: Naturalist Badge series.
 - **Brownie Inventor** - Your Brownies will learn how inventors create stuff, and get the chance to be inventors themselves. They can also earn their INVENTORS BADGE, which is a Skill-Building Badge in the It's Your Story—Tell It! Journey.
 - **Brownie Senses**-Your Brownies will learn all about their five senses, and can earn the SENSES BADGE too! This badge is a Skills- Building Activity Badge, which is part of the It's Your Planet—Love It! Journey.
 - **Compass**- This kit contains activities for all age levels: from learning how to read a Compass, Orienteering, and how to use a compass and map to plan hikes!
 - **Daisy Engineer** - Your Daisies will learn about basic engineering concept of simple machines, and earn a DAISY ENGINEER PATCH!
 - **Flag Ceremonies**-Your girls will learn about the American flag and how to perform flag ceremonies!
 - **Junior Detective**- Your Junior Girl Scouts will learn about the science of detecting, while earning the Junior DETECTIVE BADGE—part of the It's Your Planet—Love It! Journey.
 - **Knots** - Your Girl Scouts will learn about the important outdoor skill of knot tying! This kit is best for the Brownie age level and up.
 - **Leather Stamping**-Includes 10 wooden mallets, 10 bases for pounding, an assortment of stamp sets with handles and either 10 leather book marks or 10 leather wristbands to make.
 - **Promise & Law** - With this kit, your girls will learn about the basics about what it means to be a Girl Scout. These activities will not only help girls memorize the Girl Scout Promise & Law, they will help the girls understand the meaning behind those words.
 - **Songs & Games** – The Girl Scouts Songs & Games kit is a great resource for leaders who want to have a fun activity to do with their troop, and for older Girl Scouts and PAs who want to plan meetings and events with younger girls.
 - **SWAPs** - This kit teaches girls about Special Whatchamacallits Affectionately Pinned Somewhere, known as SWAPs. They will learn about the Girl Scout tradition of “swapping,” and get to make and take home their very own SWAP.
3. **Dutch Ovens:** There are Dutch ovens available to help you explore outdoor cooking. They can be used in the fire pits or on the barbecue. Arrangements must be made in advance with reservations staff; the use of these will incur a small fee.
4. **Horseshoes:** There are two horse shoes pits near the Magnolia Camp. Equipment can be borrowed with prior arrangement with camp staff.
5. **Sand Volleyball:** There are two sand volleyball courts located near the lodge. Volleyballs can be checked out from the camp staff with prior arrangement.
6. **Sewing Machines:** Four sewing machines are available to make those special event projects. They can be used in the activity room at the Arnaz Program Center. They can be reserved for \$10.00. Advance reservation is required, and reservations staff can assist with this.
7. **Solar oven:** There are solar ovens available to help you explore outdoor cooking using only the heat of the Sun. They can be used on flat surfaces outdoors, such as a picnic table. Arrangements must be made in advance with reservations staff; the use of these will incur a small fee.
8. **Tetherball:** Tetherball poles are located outside of each cabin, behind the Lodge, and in the campgrounds.
9. **Hiking:** There are many hiking trails in the region surrounding the Arnaz Program Center. The Local Services section in this booklet has visitor centers you can visit to learn about local trail conditions and obtain maps.
10. **Kayak: (limited due to level of lake)** Rent a kayak for an afternoon at beautiful Lake Casitas
- <http://casitasboatrentals.com>**EVACUATION INFORMATION**

EMERGENCY ASSEMBLY AREA

1. Primary - Parking Lot

2. Secondary – Back gate (back of property, opens to Old Creek Road)

- Remain calm, follow emergency guidelines and directions given by emergency personnel
- Offer assistance to disabled individuals and others
- If the building must be evacuated, go to the primary Emergency Assembly Area (EAA) listed above
- If the primary EAA is unavailable, go to the secondary EAA listed above
- Be sure everyone is accounted for at the EAA

MEDICAL

- Call 911 from your cell, or camp office
- Stay with patient until medical help arrives - have someone direct ambulance
- Check ABC's, calm & reassure patient, and make them comfortable

AIRWAY

- Open airway using head-tilt/ chin-lift

BREATHING

- Look, Listen, Feel - If no breathing, begin CPR

CIRCULATION

- Feel for pulse - If no pulse and/or breathing, begin CPR

DEFIBRILLATOR

- In Lodge Kitchen

FIRE

- Call 911

CAMPFIRES, BBQS, AND ALL OPEN FLAMES ARE PROHIBITED DURING RED FLAG WARNINGS.

- Use Fire Extinguishers in cabins, rainshines, or water hoses near fire pits if fire is small and you are not in personal danger. STILL CALL 911
- Evacuate buildings, move away from fire and smoke. Feel closed doors with the back of your hand. Do not open if doors are hot.
- Pull fire alarm as you leave the building (if available).

EARTHQUAKE

- Take COVER under a sturdy desk or table. Avoid windows, hanging objects and tall furniture.
- Hold the position until the ground stops shaking, then evacuate the building
- Move well away from the building when evacuating. DO NOT re-enter building until it has been inspected
- Assemble at the building Emergency Assembly Area noted.

HAZARDOUS MATERIAL OR ANIMAL

- Move away from the site of the hazard to a safe location. Alert others to keep clear of the area
- Call 911 if venomous bite or sting.
- Notify emergency personnel if you have been exposed or have information about the release

POWER OUTAGE

- For information about a prolonged outage, turn to 720 AM, 1400 AM, or 98.1 FM
- Help people in darkened areas move to safe locations
- Secure any hazardous materials or equipment. Take personal belongings if instructed to evacuate.

INTRUDER

- Gather group in a lockable facility (such as a cabin, yurt, or lodge) and remain quiet. If an indoor, lockable facility is not immediately available, assist group with finding concealment, and instruct group to remain very still and very quiet. Be sure that all members of the group are accounted for.
- Call 911 to summon authorities.
- Remain in a lock-down situation until given the all-clear.