



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 Camping 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

Bring copies of the following documents when you arrive for your event, they may be left in the tray on the counter in the Administration Office at Camp T. Brady Saunders.

- A roster of all individuals and/or groups using the facility
- 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.)

Unit #: _____ Group or Event Name: _____

Arrival Date & Time: _____ Departure Date & Time: _____

Of Youth: _____ # of Adults: _____ Is this an overnight event? ___Y___N

Two adults must be present at all times.

Indicate areas you wish to use. There is a fee for some areas, as noted beside area name. Costs are based on use of the area per night, (ex. Friday evening to Saturday afternoon = one night or Friday to Sunday = two nights) some areas require special training certificates to use. These are indicated with an asterisk (*).

Reserve all the areas your group wishes to use:

Castle Pool/Spray Ground*:	\$ _____	[\$75/day - Check on availability before applying.]
BB Range at Colonial Fort*:	\$ _____	[Normally Closed – call for availability and fees]
Archery Range at Colonial Fort*:	\$ _____	[Normally Closed – call for availability and fees]
Administration Building Conference Room:	\$ _____	[\$50/night - ADULT SCOUTERS ONLY]
Dining Hall, Main Room:	\$ _____	[\$200/night – Main area ONLY – no part of the kitchen]
Dining Hall, Kitchen and Equipment*:	\$ _____	[\$300/night – Kitchen use included]
Nature Lodge:	\$ _____	[\$25/night – for use of pavilion areas only]
Handicraft Lodge:	\$ _____	[\$50/night - NO SLEEPING PERMITTED]
Welcome Pavilion:	\$ _____	[\$25/night]
Amphitheater:	Without Lights and Sound _____ [No Fee]	With Lights and Sound \$ _____ [\$150/ night]
Western Fort, Lodging (60 person capacity: 10 rooms, 6 beds in each):	[\$10/person/night or \$100 minimum/night]	
5 Tee Pees (6 beds in each) [\$5/person/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
3 Mountain Cabins (24 person in each, 8 adult beds and 16 youth beds):	_____ Cabin 1, _____ Cabin 2, _____ Cabin 3	
[\$5/person/night or \$50 minimum/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
2 Yurts (16-person capacity in each):	_____ Yurt A, _____ Yurt B	
[\$5/person/night or \$50 minimum/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
7 Staff Cabins (each sleep four):	_____ #1, _____ #2, _____ #3, _____ #4, _____ #5, _____ #6, _____ #7	
[\$5/person/night or \$15 minimum/night]	\$5 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
Tent Camping: [\$3/person/night]	\$3 X # _____ participants = \$ _____ X _____ night(s) = \$ _____	
Day Visits: [\$1/Person/Day]	\$1 X # _____ participants = \$ _____ X _____ day(s) = \$ _____	
Dumping Fee: [\$25/Unit Or \$150/event]	\$ _____	

Calculate Total Fees here: \$ _____

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

*LIST BELOW ADULTS CERTIFIED IN YOUR GROUP TO USE STARRED AREAS, IF APPLICABLE:

COPIES OF CERTIFICATIONS MUST BE TURNED IN WITH APPLICATION

Castle Pool: Safe Swim Defense certification date: _____ Leader Name: _____

Dining Hall Kitchen: Ranger must certify adults on site: date: _____ Leader Name: _____

As the leaders in charge of this outing, we have read and agree to abide by the camping guidelines set forth here and on the back of this permit. A copy of this application must be presented at check-in.

1st Leader Name: _____ Address _____ Phone: _____
Email _____

2nd Leader 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

