

Santa Fe Trail Council  
Year Round Camping  
Camp Reservation Form



**Prepared. For Life.™**



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Santa Fe Trail Council

Boy Scouts of America

## RESERVATIONS

- Please use this form for all reservation not related to Summer Camp Programs.
- Reservations must be made and paid for in advance to the Santa Fe Trail Council Scout Service Center at 1513.5 E Fulton Terrace, Garden City, KS 67846
- Complete the enclosed “Application for use of Camp Facilities” form and return with payment.
- Availability will be checked and your confirmation and a copy will be returned to you
- \$25 Deposit will hold reservation (\$100 Deposit to reserve the whole camp)
- Deposit will be refunded if rented facility is left clean with no substantial damage
- No refund if reservation is cancelled with less than a 2 week notice. Whole Camp-No Refund with less than a 4 week notice.

## USAGE POLICIES

- Upon arrival at camp, units or renters must check-in with the camp ranger or caretaker before setting up camp.
- Speed limit in camp is 10 mph.
- Vehicles are restricted to parking area.
- Camp site/building will be left clean. The eleventh point of the Scout Law is Clean.
- If camp property is damaged, including carvings, writings, and burnings, will be paid for or repaired by the individual or unit responsible. Deposit will be forfeited and additional cost depending on damage.

## GROUP RESPONSIBILITIES

### **In order to keep fees at a minimum and maintain the Scout Camp, the following must be done:**

- Inform your group of obligations and responsibilities prior to or upon arrival of camp use. Report any and all damages.
- **DORMS or CABINS**: windows closed, floor swept & mopped, bathroom cleaned, trash taken out.
- **KITCHEN**: refrigerator cleaned/unplug (if necessary), dishes cleaned & put away, counters and sink cleaned, Stove/grill cleaned, floor swept & mopped, trash taken out.
- **DINING HALL**: tables & chairs put up, windows closed, floor swept & mopped, bathrooms cleaned, trash taken out.
- **CAMP GROUNDS**: grounds cleaned. ALL trash barrels emptied in dumpster. Leave No Trace
- **SHOWER HOUSE**: clean, trash taken out
- **When you have completed the use of the camp, notify camp ranger or resident caretaker so checkout can be complete.**

## CAMP STANDARDS

A good camper always maintains high standards of personal conduct, safety, and courtesy, and conservation. Therefore, observe the following minimum camping standards.

### FOR SAFETY

1. Always hike with a buddy or buddies. Get the group leader's permission for the hike, route, and return time.
2. Aquatic activities (swimming, canoeing, and boating) are conducted under adult supervision who are trained in Safe Swim Defense and Safety Afloat standards of the Boy Scouts of America.
3. Determine the location of natural hazards; stay away from the edge of the bluffs.
4. Conduct activities in the winter on lake or river ice only after adults have checked the ice and marked a safe area for the activity.
5. Do not use liquid fuel to start fires (gas, kerosene, charcoal lighter). Gas lanterns may be used under adult supervision; gas must be locked in storage under adult control.
6. Never play games using a knife.
7. Drink from an approved water supply; **do not** drink from the lake or creek as they may be contaminated.
8. Keep the latrine clean.
9. Place garbage in the garbage cans. Do not bury garbage; take you garbage to the dumpsters.
10. Utilize only camp authorized and issued rifle, archery, or shotgun equipment under the leadership of authorized qualified personnel.
11. No pets allowed in camp.

### FOR COURTESY

1. Always leave a supply of firewood for the next camper.
2. Leave the campsite clean. Police grounds for any trash. If a cabin or shelter was used, sweep and mop the floor just prior to departure.
3. Check in when arriving and check out when departing with the camp ranger or camp caretaker. An inspection of the facilities will be made prior to approving the departure of the unit.

### FOR CONSERVATION

1. Restrict vehicles to the authorized parking area and roads and observe 10 mph speed limit.
2. The cutting of any trees is prohibited.
3. Conduct conservation project that have the approval of the camp ranger or camp caretaker.
4. Never leave a fire unattended; always put a fire out with water making sure it is fully out before leaving the area.

### PERSONAL CONDUCT

1. Be a good neighbor. Do not create a disturbance or cause other campers to have a bad camping experience.
2. Respect the private property of the neighbors surrounding the camp.
3. Take good care of camp facilities and equipment. Sponsors or individual campers will be charged for defaced or loss or damages to equipment.
4. No alcoholic or non-prescription drugs may be brought into camp.

**CO-ED CAMPING:** Separate cabins must be reserved for male and female groups.

Santa Fe Trail Council, BSA  
1513.5 E Fulton Terrace  
Garden City, KS 67846

Phone: 620-275-5162

Fax: 620-275-6508

Website: [www.sftcbsa.org](http://www.sftcbsa.org)

[www.spanishpeaksscouteranch.com](http://www.spanishpeaksscouteranch.com)

# APPLICATION FOR USE OF CAMP FACILITES

Pack # \_\_\_\_\_ Troop # \_\_\_\_\_ Crew/Post # \_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ Spanish Peaks Scout Ranch \_\_\_\_\_ Mandan Scout Camp and Training Center

Building or Campsites: \_\_\_\_\_  
\_\_\_\_\_

Dates of: From: \_\_\_\_\_ to \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Special Request: \_\_\_\_\_

We expect to have: \_\_\_\_\_ Scouts and \_\_\_\_\_ Leaders

We plan to arrive at (approximate time): \_\_\_\_\_ AM/PM

We plan to leave at (approximate time): \_\_\_\_\_ AM/PM

Adult Leader in charge: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Application made by: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

### **Fees must be submitted with application**

Building/Campsite \_\_\_\_\_ \$ \_\_\_\_\_ Heat Surcharge (Oct-Apr) \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Building/Campsite \_\_\_\_\_ \$ \_\_\_\_\_ Heat Surcharge (Oct-Apr) \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Building/Campsite \_\_\_\_\_ \$ \_\_\_\_\_ Heat Surcharge (Oct-Apr) \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

Canoe Rentals at Mandan Scout Camp and Training Center # \_\_\_\_\_ \$ \_\_\_\_\_ each \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

\_\_\_\_\_ Deposit Paid \_\_\_\_\_ \$25 \_\_\_\_\_ \$100 (Whole Camp) Deposit \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check is enclosed Visa/MC \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature \_\_\_\_\_

Please take payment from our unit Account: Authorized by \_\_\_\_\_

Date Issued: \_\_\_\_\_ By: \_\_\_\_\_

For the Santa Fe Trail Council

This application is approved and recorded with the understanding that all persons using camp facilities abide by the camping rules and regulations of the Santa Fe Trail Council. Users are responsible for damages.

### **Available Facilities and fees (Fees must be submitted with application)**

Note: Please return the original along with the required documents and fees to the Santa Fe Trail Council, 1513.5 E Fulton Terrace, Garden City, KS 67846. Fax 620-275-6508

Email: [Julie.scully@scouting.org](mailto:Julie.scully@scouting.org) Phone: 620-275-5162

## **SPANISH PEAKS SCOUT RANCH**

This camp is located near Walsenburg, CO. A camp caretaker facilitates check-in and checkout. Tent camping is available in 11 campsites that include latrines with running water. Water at SPSR is usually on by May 25<sup>th</sup> and off by September 10<sup>th</sup>. In the off-season, water is available from faucet located near the camp's maintenance building. There are a limited number of places available for electrical hookup. A year-round bathroom shower is available at the maintenance building.

Mountain Log Cabin (Old Cabin) has electric baseboard heat, fireplaces, wood and electric stoves, seasonal water, and a latrine nearby. Sleeping capacity – 12 people. Cabin has separate sleeping quarters to accommodate youth protection guidelines.

Mountain Log Cabin (Bunkhouse) has electric baseboard heat. Sleeping capacity – 10 people

Mountain View Cabins (Upper) have electric baseboard heat, propane stove, electric refrigerator, seasonal water and a latrine nearby. There are two cabins. Sleeping capacity – 10 people per cabin. Total Capacity of – 20. Each cabin is divided into two separate sleeping quarters to accommodate youth protection guidelines.

Scenic View Health Lodge has electric baseboard heat, 2 rooms, Fireplace in 1 room, seasonal water in bathroom with sink, toilet and shower and a nearby latrine after water is shut off. Cabin has separate sleeping quarters to accommodate youth protection guidelines. Sleeping Capacity – 10 people (5 per side)

Kitchen & Dining Rooms have no heat, seasonal water, 2 stoves, 3 refrigerators, pots, pans and utensils, 6 tables with seating for 8 at each. Meal Capacity – 48 people

## **MANDAN SCOUT CAMP AND TRAINING CENTER**

This camp is located 3 miles northeast of Dodge City, KS near Ford County Lake. A caretaker will facilitate check-in and checkout. Tent camping and running water are available all year round. A year-round bathroom and shower are available when renting the dormitory.

Dormitory has 66 beds available for use. (34 beds South Dormitory and 32 beds North Dormitory) Year-round water, bathroom and shower are available when renting the dormitory. A commons area is located in the middle of the dormitory with kitchen, stove, sink, and refrigerator (pots, pans, and utensils).

Kitchen & Dining Hall has seasonal water and restrooms, no heat, triple sink area, 2 stoves, 2 refrigerators, 1 freezer, pots, pans and utensils, 10 tables, 50 chairs and 6 picnic tables.  
Meal Capacity – 100 persons

Canoes 4 red polyethylene and 4 aluminum canoes with paddles and limited life vest are available.

*Must be used on Ford County Lake, supervised by adults trained in Safety Afloat and Safe Swim Defense*

Canoe Capacity – 3 persons each

See Facilities Rate Charge page for Rental Fees.

**Fees must be submitted with application.**

**Santa Fe Trail Council**

**Boy Scouts of America**

**NON-SCOUTING ORGANIZATIONAL  
HOLD HARMLESS AND INDEMNITY AGREEMENT**

\_\_\_\_\_ shall indemnify, hold free and harmless, and assume liability  
(GROUP'S NAME)  
for and defend the Boy Scouts of America, its chartered affiliates, agents, servants,  
employees, officers and directors from any and all costs and expenses including but not  
limited to, attorney's fees, reasonable investigative and discovery cost, court cost, and all  
other which the Boy Scouts of America, it chartered affiliates, agents, servants,  
employees, officers and directors may pay or because obligated to pay on any, all and every  
demand for assertion of liability, or any claim or action founded thereon, arising or alleged  
to have arisen out of \_\_\_\_\_ use of real or personal property  
BUILD(S) NAME  
belonging to the Boy Scouts of America, its chartered affiliates, agents, servants,  
employees, officers and directors on \_\_\_\_\_ or by any action or omission  
(DATE)  
by \_\_\_\_\_, its members, agents, servants, employees, officers  
(GROUPS'S NAME)  
and directors.

Property and period to be used:

Organization:

Name: \_\_\_\_\_

By: \_\_\_\_\_

Address: \_\_\_\_\_

Title: \_\_\_\_\_

City, St Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Santa Fe Trail Council  
1513.5 E Fulton Terrace  
Garden City, KS 67846  
Fax 620-275-6508

Santa Fe Trail Council

Boy Scouts of America

LETTER OF AGREEMENT ESTABLISHING CAMP USE NON-SCOUTING GROUPS

This letter of agreement is for the purpose of establishing the use of camp \_\_\_\_\_ by \_\_\_\_\_ for the purpose of \_\_\_\_\_.

1. \_\_\_\_\_ is to have the use of the following facilities from (dates) \_\_\_\_\_ to \_\_\_\_\_ beginning at (times) \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM \_\_\_\_\_
2. The Santa Fe Trail Council requires that the following documents and agreements to provide to the Santa Fe Trail Council with the following documents by.
  - a. A certificate of liability insurance with a minimum of \$1,000,000 CSL with the Santa Fe Trail Council, Boy Scouts of America, and the National Council, Boy Scouts of America, names as additional insured, ten (10) days written notice of cancellation and the period of time involved.
  - b. A Hold Harmless Agreement (copy attached)
  - c. A certificate showing non-profit and/or exempt status.
  - d. A roster showing the names of all youth and adults participating in the activity.
3. It is understood and agreed to by both parties that the fee for the use of Camp \_\_\_\_\_ is \_\_\_\_\_.
4. It is understood and agreed to by both parties that the deposit of \$25.00 is required to be paid by \_\_\_\_\_ - prior to arrival. This is non-refundable, but is part of the total fee.
5. It is understood and agreed to by both parties that the group shall be responsible for any and all damages to camp property, which may reasonably be attributed to the actions of the group, and our group agrees to promptly pay any and all reasonable damage claim when presented.
6. It is understood and agreed to by both parties that no pets, alcoholic beverages, illegal drugs, or firearms of any kind are permitted to be on or used on the premises.
7. It is understood and agreed to by both parties that the group will provide at least one adult one adult leader (defined as 21 years of age or older for purpose herein) for every ten (10) members of the party present in camp below to ages of 21 years, that at least one of the said adults leaders must be present with the group at all times while the group is in camp.
8. It is understood and agreed to by both parties that the group will abide by any and all of the camp operating rules as outlined on the attached sheet and directions and instructions of the Camp Ranger/Care Taker.
9. It is understood and agreed to by both parties that should the group fail to provide proper leadership or fail to abide by camp rules or directions of the Camp Ranger/Care Taker, The Santa Fe Trail Council, The Camp Ranger/Care Taker may in his/her discretion terminate this agreement and require the renting parties to vacate the camp, forfeiting any and monies agreed to herein.

Organization \_\_\_\_\_

Santa Fe Trail Council

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Note: Please return the original along with the required documents and fees to the Santa Fe Trail Council, 1513.5 E Fulton Terrace, Garden City, KS 67846. Fax 620-275-6508  
Email: [Julie.scully@scouting.org](mailto:Julie.scully@scouting.org) Phone: 620-275-5162

**SANTA FE TRAIL COUNCIL FACILITIES RATES**

	Space	Semi-Private Sleeping Space	Kitchen Facility	In-Council per day rate	In-Council weekend Rate	Out-of-Council day rate	Out-of-Council Weekend Rate	Non-Scout per day rate	Non-Scout Weekend Rate	Per day Rate Heat Surcharge	Oct - Mar
<b>Mandan Training Center Scout Camp</b>											
Campsite Fee (Limit of 20 per campsite) <sup>1</sup>	20			\$13	\$20	\$20	\$25	\$24	\$30	NA	
Dormitory Lodge (North side) (bathroom/shower)	32	Yes	Yes	\$40	\$75	\$50	\$90	\$60	\$110	\$20	
Dormitory Lodge (South side) (bathroom/shower)	34	Yes	Yes	\$40	\$75	\$50	\$90	\$60	\$110	\$20	
Dormitory Lodge (both sides) (bathroom/shower)	66	Yes	Yes	\$75	\$130	\$90	\$170	\$100	\$190	\$40	
Dining Hall <sup>1</sup>			Yes	\$50	\$90	\$60	\$110	\$70	\$130	NA	
Whole Camp (including campsites)				\$120	\$200	\$170	\$320	\$220	\$380	\$40	
Canoe Rental (each)				\$5	\$10	\$7	\$14	\$10	\$20		

<b>Spanish Peaks Scout Ranch</b>											
Campsite Fee (Limit 20 per campsite) <sup>1</sup>	20			\$13	\$20	\$18	\$25	\$24	\$30	NA	
Mountain Log Cabin (Old Cabin) <sup>1</sup>	12	Yes	Yes	\$30	\$55	\$40	\$75	\$50	\$90	\$20	
Mountain Log Cabin (Bunkhouse) <sup>1</sup>	10	No	No	\$10	\$15	\$15	\$25	\$20	\$30	\$10	
Mountain View Cabins #1 (Upper) <sup>1</sup>	10	Yes	Yes	\$30	\$55	\$40	\$75	\$50	\$90	\$20	
Mountain View Cabins #2 (Upper) <sup>1</sup>	10	Yes	Yes	\$30	\$55	\$40	\$75	\$50	\$90	\$20	
Mountain View Cabins #1 & #2 (Upper) <sup>1</sup>	20	Yes	Yes	\$55	\$100	\$70	\$125	\$80	\$150	\$40	
Peaks View Health Lodge (bathrooms/showers)	9		Yes	\$55	\$100	\$70	\$125	\$80	\$150	\$20	
Kitchen and Dining Room <sup>1</sup>			Yes	\$50	\$95	\$60	\$110	\$70	\$120	NA	
Camper/Trailer site (no utilities) <sup>1</sup>				\$13	\$20	\$18	\$25	\$24	\$30		
Camper/Trailer site (electricity) <sup>1</sup>				\$15	\$23	\$21	\$35	\$28	\$40		
Rifle Range <sup>2</sup>				\$20	\$35	\$25	\$40	\$30	\$50		
Whole Camp (including campsites)				\$175	\$250	\$200	\$350	\$250	\$400	\$90	

1 Nearby Toilets and Showers  
 2 Must have a qualified NRA instructor

**Deposit and Refund Policy for Both Camps:**

\$25 Deposit Required to Hold Reservation

\$100 Deposit Required to Hold Reservation for Whole Camp

Deposit will be refunded if rented facility is left clean and with no substantial damage: additional costs for damages will be assessed.

No Refund if Reservation is cancelled with less than a 2 week notice.

No Refund for Whole Camp-No Refund with less than a 4 week notice.

A weekday rate of 70% of the weekend rate is in effect from Monday to Friday noon. (Excluding holidays)