

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



CAMP T. BRADY SAUNDERS 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:

- Camp T. Brady Saunders 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 a copy of the following document when you arrive for your event, it 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

If your activity requires food service or you need the use of the kitchen contact the Program Executive 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 Camping Director.

Thanks for scheduling your event at Camp T. Brady Saunders. We look forward to having you here and anticipate that you will have a successful event.

Direct all correspondence and questions to:

Mic Mullins
Program Executive
Heart of Virginia Council
PO Box 6809
Richmond, VA 23230
mic.mullins@scouting.org
Office - 804-204-2625
Fax - 804-353-6109



CAMP T. BRADY SAUNDERS USE REQUEST FORM

Heart of Virginia Council, Boy Scouts of America

For all Council Units and District and Council Activities

(Available after mid-March until preparations for Summer Camp begin and from the end of Summer Camp programs until November 1st of each year)

Unit #: Pack _____, Troop _____, Crew _____ Activity 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. (circle one)

Indicate areas you wish to use. 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 or Directors to be present during use. These are indicated with an asterisk (*).

Check all areas your group wishes to use:

Swimming Area*:	[\$1/person/day]	\$ _____
Boating Area*:	[\$5/ boat or canoe/day]	\$ _____
Rifle Range*:	[Normally Closed – call for availability and fees]	\$ _____
Shotgun Range*:	[Normally Closed – call for availability and fees]	\$ _____
Archery Range*:	[Normally Closed – call for availability and fees]	\$ _____
COPE Ropes Course*:	[\$100/day and \$100/instructor - call for availability]	\$ _____
Climbing Wall*:	[\$100/day and \$100/instructor]	\$ _____
Amphitheater:	No lights and sound [No Fee] Lights and sound [\$100/night]	\$ _____
Activity shelters - Handicraft shelter -	No fee – closed Nov. 1 to March 15th	\$ _____
Tent Camping	[\$3/person/night] \$3 X # _____ (participants) X # nights _____ =	\$ _____
Campsite(s) by Name:	_____ , _____ , _____	

Facilities Not available when short term camping by units but available for special contracted use:

Administration Building:		
	[\$100 per night]	\$100 X # days _____ = \$ _____
Dining Hall, Main Room (ONLY):		
	[\$150/night - Closed November 1 st to Mid-March]	\$150 X # days _____ = \$ _____
Dining Hall, Kitchen and Equipment*:		
	[\$350/night - Closed November 1 st to Mid-March]	\$350 X # days _____ = \$ _____
Dumping Fee:	[\$25/ unit or \$150/event]	\$ _____

Calculate Total Fees and List here: \$ _____

Fees may be paid at either the Council Service Center or Camp Office prior to your arrival at camp.

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

COPIES OF CERTIFICATIONS MUST BE TURNED IN WITH APPLICATION

Swimming Area: Safe Swim Defense certification	date: _____	Leader Name: _____
Boating Area: Safety Afloat certification	date: _____	Leader Name: _____
Dining Hall Kitchen: Ranger must certify adults on site:	date: _____	Leader Name: _____
COPE Area:	Director's name: _____	Instructor's Name: _____
Climbing Tower:	Director's name: _____	Instructor's Name: _____
Shooting Sports:	Director's name: _____	Instructor's 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 Page 2 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 CAMP T. BRADY SAUNDERS

(Available after April 15th until preparations for Summer Camp begin and from the end of Summer Camp programs until November 1st of each year)

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.** 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 15 mph, 10 mph on secondary roads. **NO EXCEPTIONS.**
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 (dumping fee applies). All trash and other waste must be removed from camp property.
7. **FIRES:** Build all campfires on the surface of the ground. Check with the Campmaster, Camping 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.
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, Camping 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 # _____

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