



Properties Guide

Girl Scouts-Western Oklahoma, Inc. · 6100 N Robinson · Oklahoma City, OK 73118
(405) 528-GIRL(4475) · 1-800-698-0022 · FAX: (405) 418-7999

www.gswestok.org

GENERAL CAMP INFORMATION

Girl Scouts Western Oklahoma Inc. owns and operates four camp properties. Accommodations range from modern buildings with heat, air conditioning, kitchens, toilets and running water to primitive sites with cabins or tents and latrines. When deciding when and where to camp, take into consideration the comfort level of troop members, both girls and adults.

Reserving a Camp Site:

Applications from troops or groups will be processed after the opening date. To have the best chance of obtaining your first choice of units, submit your application according to the following schedules.

Community Service Team:

Community Service Teams requiring an entire camp may reserve the camp during open registration periods twice a year. Reservations for large events may be submitted as follows:

- Beginning May 1 for fall dates (September to December) of the following program year.
- Beginning September 1 for spring dates (January to August) for the current program year.

Reservations will be processed ten days after these dates. In the event of multiple requests for the same site and dates, a random drawing will be held. **A deposit of one fourth (1/4) of the rental fee plus full cleaning deposit will be required.** The remainder of the fee is due four weeks prior to the encampment, along with training documents.

- If the whole camp is reserved, the association or community service team will be charged for all units and buildings.
- If the whole camp is not reserved, other troops/groups (Girl Scouts only) will be allowed to rent available units.

Troops:

Following the allocation of sites to large community service team events, individual troops/groups may reserve the remaining sites. Camp reservations for troops/groups will be taken as follows:

- Beginning June 1 for fall dates (September to December)
- Beginning October 1 for spring/summer dates (January to August)

Reservations will be processed ten days after these dates. In the event of multiple requests for the same site and dates, a random drawing will be held. **A deposit of one fourth (1/4) of the rental fee plus full cleaning deposit will be required.** The remainder of the fee is due four weeks prior to the encampment, along with training documents.

- If the whole camp is reserved, the association or CST will be charged for all units and buildings
- If the whole camp is not reserved, other troops/groups (Girl Scouts only) will be allowed to rent available units.

Outside Users:

Sites will be opened to non-GSWESTOK troops and/or outside groups as follows:

Beginning July 1st for fall dates (September to December)

Beginning November 1st for spring/summer dates (January to August)

Groups must submit an "Outside Group Reservation" application and include **a security deposit of \$500** and a copy of their organization's certificate of insurance.

- Out of council Girl Scouts may rent open units in sites that have do not have GS WEST OK groups scheduled.
- Groups other than Girl Scouts will not be placed at a property where Girl Scouts are scheduled.
- Girl Scouts reserves the right to decline usage to any group or withdraw usage privilege from any group for any reason.

RESERVATION PROCEDURES

- Troop and Community Service Team reservation forms are available online at www.gswestok.org or the service center or any office.
- Complete the applications with date & units.
- Submit your reservation along with your deposit to the service center via fax or mail. Fax: (405) 528-4475, Mail: 6100 N. Robinson Oklahoma City, OK 73118
- Staff confirms that Troop Camp Training certified, First Aid/ CPR certified individuals are completed.
- Staff will check availability and email a confirmation packet.
- Complete any forms in the confirmation packet and take it with you for your encampment. Turn the forms into the Ranger. Directions to the property will be included in the confirmation packet.

No applications will be accepted less than seven (7) business days in advance of scheduled use. Additional Insurance is required for more than 3 days, high risk activities, and if attendees are not registered with Girl Scouts of Western Oklahoma.

REFUNDS/CANCELLATIONS

- Cancellations received in writing thirty (30) days before the encampment will receive a refund of fees and security deposit minus a \$10.00 handling charge.
- Refunds will be made with less than thirty (30) days notice only if there is a waiting list and the unit/site can be filled.
- The council reserves the right to close any or all of its properties. In the case of council property closure, full refunds will be granted.
- Generally, if the public and camp roads are open, camp is open. No refunds will be granted. However, safety of the girls must be our first concern. In the event of adverse conditions, consideration will be given to allow groups to reschedule at available sites and dates.

Inclement Weather

Given the size of the area represented by Girl Scouts Western Oklahoma Inc., the weather and road conditions may/will vary greatly. If you have a question concerning the conditions at your destination, call the ranger at the appropriate contact number and leave a message. He/she will check messages frequently and return your call. You must also contact the ranger if you have a last minute problem and will be arriving late or cancelling after the council offices are closed.

Emergency Contact Information

For assistance during non-operational hours, please call the emergency line at 1-800-698-0022.

SITE AND EQUIPMENT INFORMATION

Available Equipment:

Available equipment varies by site. Please refer to information for each individual site.

Swimming Pools:

Camp E-Ko-Wah is equipped with a swimming pool. Special considerations will be made to reserve a pool at this property. Please contact Mike Ahlefeld (mahlefeld@gswestok.org) for additional information. Troops/ groups must furnish their own lifeguards and watchers according to Safety wise guidelines. All groups must follow posted rules at each site. Certification information must be provided upon application for pool use.

Canoes, Funoes and Paddleboats:

Watercraft can be used on the Camp E-Ko-Wah Lake. A personal flotation device (PFD) must be worn by all participants. Troops must furnish their own lifeguards and water craft instructors according to Safety Wise guidelines. Use all equipment only as it was intended; do not overload any small craft. Use the appropriately sized PFD and paddle which will be provided on site.

Dining Halls and Commercial Kitchens

At Camp E-Ko-Wah the dining hall is designed to be used by troops as overnight sites. For a large group or day event, it can be used to serve meals. These dining halls are heated, air conditioned and have running water year round.

When not renting the entire site, additional charge for use of the kitchen will apply.

Cookieland does not have a dining hall, but both lodges have a kitchen in them.

Challenge course, archery and horseback riding are not available for troop/group camping without a reservation. Please do not use any of these areas. If you would like to use these resources while your troop/group is at a property please fill out the appropriate reservation form. For further information about these events contact the Outdoor Education department.

Arrival and Departure

The following camps have rangers on the premises:

- Cookieland
- Camp E-Ko-Wah

When arriving at these camps, check in with the ranger. He will direct or accompany you to your unit. The leaders and ranger should inspect the unit and make note of any maintenance concerns on the check-in form. Troops will be held responsible for expenses associated with damage to the site resulting from their usage.

If you have any problems during your stay, contact the Ranger. On departure, check out with the ranger and give him your campsite report. The ranger will again inspect the unit with the leaders and note any maintenance concerns and the condition of the unit. The ranger will sign the camp site reports. This signature is needed before your deposit can be returned.

Property Use Regulations:

- All troops/groups should respect the privacy of others and be in their unit and quiet by 11:00pm.
- Leaders are responsible for the behavior of their troop/group including other adults and should know where each individual is at all times.
- All troops/groups must have one car for use in an emergency. One vehicle per troop may be parked at the unit; backed into the parking space backwards. All other vehicles should be parked in the designated parking lot.
- Mattresses, cots, equipment and furniture should not be moved from other units. Any cots or equipment moved inside a unit must be returned to its original position before the group leaves.
- At some sites firewood is available at wood sheds. This is for outside fires, use only established fire rings. Replace any wood you use from the woodpiles.
- If dumpsters are available, place all garbage in the dumpster and make sure the lids to the dumpster are closed. Please do not leave any leftover food in the unit, take everything with you; don't assume the next group will want anything you didn't use.
- Most camps do not have any provisions for recycling. You are encouraged to take any recyclable materials with you for your own community recycling efforts.
- **Do not use drains in sinks or flush toilets when the water is turned off for the season.** Any damage to fixtures due to freezing water will be charged to your group.
- All fires must be extinguished before leaving.
- Unless previously arranged with properly certified lifeguards, no swimming or wading is allowed.
- Mixed troops/groups (female and male participants) must have lodging that allows for separate sleeping and bathroom facilities.
- No pets are allowed on Girl Scouts Western Oklahoma Inc property. Service animals to the disabled are the only exception.
- **TOBACCO FREE ENVIRONMENT** - The use of any tobacco product is strictly prohibited on the GSWESTOK premises.
- **No alcoholic beverages** or controlled or illegal substances are allowed on council property.
- If any property is damaged or left dirty, the troop/group responsible for the damage will be billed for the cost of repair or clean-up.
- No outside visitors are allowed, unless as part of a planned event. If planned, arrangements must be made ahead of time and insurance arranged.
- **NO FIREARMS**

ALL GROUPS USING GSWESTOK FACILITIES MUST ABIDE BY GSWESTOK POLICIES AND REGULATIONS.

