

Standard Operating Policies & Procedures

The Lawrence Hidden Valley Camp

A privately owned wilderness in the heart of Lawrence

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I. Introduction

Lawrence Hidden Valley Committee, Inc., a local nonprofit agency, supports the campsite with an annual distribution from the late Alfred Bromelsick Trust, a \$12,000 annual fee from T-Mobile for housing their cell tower, Friends of Hidden Valley, Inc, and private donations. By providing this camp for the use of Girl Scouts, the committee promotes and provides supplemental support to the Girl Scout movement in greater Lawrence.

All registered adult Girl Scouts of Douglas County are members of the Hidden Valley Committee. A Board of Directors is elected to a three year term of office. Nominees to the Board are presented at the Annual Meeting each November, during a Service Unit meeting, and voted upon by members present. Officers of the Board are elected by the current Board at the January meeting when their term of office begins. A Board member may serve a second three year term, but then must go off the Board.

A. Lawrence Hidden Valley Committee Board of Directors

Jeff Bandle, **Chair**, First term ends 2011, 842-0360
Lixel Barnhill, First term ends 2013, 841-8838
Erin Bird, **Secretary**, First term ends 2010, 748-0754
Lynne Bodle, Second term ends 2011, 843-8263
Deborah Burns, Second term ends 2013, 843-9189
Lauren Yoshinobu Buskirk, **Vice-President**, Second term ends 2011, 865-5616
Kyra Flummerfelt, First term ends 2011, 841-5960
Judy Inverarity, **Treasurer**, Second term ends 2010, 843-9463
Lucy (Remple) McAllister, Second term ends 2013, 843-5962
MaryBeth Petr, First term ends 2010, 842-5342
Valerie Pierce, First term ends 2013, 615-426-8050
Karen Warner, First term ends 2010, 842-3050

Reservations & Equipment Chair: Kyra Flummerfelt, 841-5960

Tents Reservation: Leesa Terry, 749-3702

For emergencies, call the Camp Manager: Durand Reiber, 785-865-4657 or 785-841-3567

B. Mission Statement [By-Laws, Article II]

The Lawrence Hidden Valley Committee, Inc. is a not-for-profit organization composed of the adult membership of the Girl Scouts of the USA living in the greater Lawrence, Kansas, community.

The mission of the Committee is to use its assets and annual income from the Alfred Bromelsick Trust to promote and provide supplemental support to the Girl Scout movement in Greater Lawrence, to inspire the rising generation of girls with the highest ideals of character and conduct, and to help them prepare for their future responsibilities as adults.

The strategies the Committee will use to achieve its mission include:

- 1.** Maintaining a Board of Directors that includes members currently involved with the local Girl Scout movement, such as leaders, trainers, and other volunteers, so that the current and future needs of the Girl Scout Program are understood.
- 2.** Providing the Girl Scouts with the 40-acre primitive campsite, Hidden Valley, for outdoor education and outdoor living experiences such as hiking, cookouts and overnight camping and promoting an appreciation and respect for the natural environment.
- 3.** Educating the Lawrence community and the City/County governmental bodies about the importance and function of the Committee for local Girl Scout activities and promoting the value Hidden Valley brings to the community as an outdoor education center for our youth and a wildlife refuge within the city.

Adopted: 1995

C. A History of Hidden Valley Camp 1956 to 2009

When Lawrence resident Alfred Bromelsick died in **1950**, his will directed that his estate be placed in trust to provide annual support to the Boy Scouts and Girl Scouts of Lawrence and 4-H of Douglas County. The first distributions were used to hire a part-time secretary, buy troop supplies, and begin a fund for the eventual purchase of a Girl Scout campsite.

The Lawrence Girl Scout Council, chartered in 1930, held many day camps and troop camps in farmers' fields, by lakes, and at the Lone Star Cabin (demolished in 1986). The Council wanted a permanent camp for area girls. The Lawrence Girl Scout Committee was formed by the Lawrence Girl Scout Council specifically to administer the Bromelsick distribution. It investigated sites and planned day camps, troop camps, and hikes.

The first 20 acres, west of the Lawrence city limits, was purchased in **1956** from Clifford and Mary Davenport. The first day camp was held on the site in **1957**, where campers named the area "Hidden Valley." Water had to be hauled from town. In **1958**, the Lawrence Girl Scout Committee purchased twenty more acres adjacent to the west side of the camp.

The existing cabin was built in 1959 at a cost of \$6,775.70. The cabin was named Arcalooka after the Cherokee Indian, who was deeded the land by the US government for his service in the War of 1812. (Arcalooka means whirlwind.)

Articles of Incorporation were filed under the corporate name *Lawrence Girl Scout Committee, Inc.* in **1972**. In **1983**, the name of the corporation was changed to The Lawrence Hidden Valley Committee, Inc. LHVC agreed to maintain the campsite for the use of Girl Scouts, using Girl Scout standards set forth in Safetywise and other GSUSA publications.

In July of **1996** a new committee was formed by the LHVC Board and was named the "Friends of Hidden Valley." Initial efforts of the Friends concentrated on public awareness through annual membership drives, recruitment of volunteers, and sponsoring workdays for routine maintenance. After two successful years of membership drives, "Friends" became an incorporated and independent organization that would work with LHVC to provide support to the camp. Ten years after the Friends first membership drive, the organization grew to 123 members, had \$37,000 in total assets, sponsored four annual workdays, contributing over 700 hours of volunteer labor each year.

In September of **2000**, Hidden Valley lost one of its most dedicated volunteers. Mariana Remple, whose name was almost synonymous with the site committee of LHVC, passed away. Mariana was one of our founding mothers, helping to purchase Hidden Valley and overseeing its development. Mariana loved Girl Scouts and spent a lifetime making scouting activities in Douglas County more fun and available for all girls.

The Lawrence Hidden Valley Committee Board of Directors and the Friends of Hidden Valley are continuing the mission of providing an outdoor space for all girls.

D. Friends of Hidden Valley, Inc.

The Friends of Hidden Valley, Inc., was established in 1996, by the Lawrence Hidden Valley Committee as a subcommittee to provide additional support for the camp. The group was incorporated as a separate 501-c(3) non profit organization in 1999, and has a 12-member board. The membership organization solicits members from the Lawrence community with annual membership drives.

The mission of the Friends of Hidden Valley is to provide support to the Lawrence Hidden Valley Committee in programs, development, maintenance and goals that promote and benefit Hidden Valley Camp. This support is accomplished through gifts of time, money, endowments, and tangible items, using the following goals:

- 1. To seek and encourage gifts of time from our membership.** Friends coordinate and sponsor four workdays each year, and encourage Girl Scouts to join with community members to work on routine maintenance of the camp.
- 2. To identify resources and services for special projects.** Friends research, communicate with local professionals, and apply for grants to supplement funds provided through membership dues for special projects and development.
- 3. Promote the value of Hidden Valley to the community at large.** Friends conduct community outreach through Open Houses for the public, exhibits at public events, and presentations to local organizations to increase awareness and support for the camp.
- 4. To ensure the passage of a wildlife area to future generations.** Friends have created an endowment through the Douglas County Community Foundation (DCCF).

Some projects that Friends have accomplished at the camp are:

- creation of the Friends Memorial Butterfly Garden
- installation of the wetland
- renovation of the tall grass prairie of Flag Pole Hill
- major plantings of native trees, shrubs and wildflowers
- major funding of structural repairs and maintenance, such as cabin and latrine upgrades, bridges, steps, roofs and more
- major funding for new development and facilities, such as the picnic tables and Dogwood shed
- grants and volunteers for habitat projects, such as streambank stabilization and native woods restoration

Additionally, Friends provide troop awards and scholarships for Girl Scouts that participate in stewardship activities at the camp.

**Visit our website for more information,
to become a member, or make a contribution:**

www.friendshv.org

II: Hidden Valley Site Use Instructions



A. Location and Access

- 1. Location:** 3420 W. Bob Billings Parkway (15th St). The entrance is west of Kasold, on the north side of BB Pkwy., next to the church parking lot.
- 2. Drive-in Access** is through the red farm gates that are kept chained but not locked. Further access is through a coded padlocked gate. The code will be given to adult users through the reservation process, and should never be passed on to others, including youth.
- 3. Walk-in Access** for our Presbyterian neighbors is through a gate off their back parking lot with a sidewalk to Redbud Shelter. A registration box for hikers is on the fence railing.

B. Fees and Reservations

- 1. Fees:** Douglas County Girl Scouts, Boy Scouts or 4-H Club members: no fee. **Girl Scouts outside Douglas County and non-scout groups** who reserve any area at the camp will be charged a flat fee of \$3.00 per person with a \$50 refundable deposit. Fees may be waived in lieu of a Camp Manager approved service project conducted by the group. The Site Committee will make such decisions on a case-by-case basis.
- 2. Reservation Procedures:** Reservations for meetings, hikes, cookouts, nature study, overnight camping, and use of site-specific areas and facilities are to be made through the web site at www.lawrencehiddenvally.org or by calling the reservationist. You can check on availability first by clicking on "Hidden Valley Calendar". All site visits must be recorded. After you fill out your reservation form and it has been confirmed, you will receive access codes and other pertinent information. After using the camp, users are asked to fill out a "**Camp Usage Report**" (Section III, A, 6). Requests for equipment and tents are also made through the website (see Equipment Checkout Form, Sec. III, A, 4), and by making an appointment to meet at the camp.

Please note:

- a. ALL MINORS VISITING THE SITE MUST BE ACCOMPANIED BY AN ADULT.**
- b.** Reservations by Douglas County Girl Scouts are always given priority. Reservations by Girl Scouts outside of Douglas County or non-Girl Scout groups cannot be scheduled *more than 60 days prior to the event*. Non-GS groups must sign the "Hidden Valley Usage Agreement" (Sec. III, A, 1).
- c.** All Girl Scout leaders must show their Council "**Activity Approval Request**" form, if required for the activity, before reservations are finalized.
- d.** The only people permitted to use Hidden Valley are those who have made a reservation or are there for approved maintenance work. Lawrence Hidden Valley Committee, Inc. Board members and members of the Friends of Hidden Valley, Inc. are permitted to hike the grounds, as outlined in the Friends "Hiking Procedures" brochure, which is updated annually and sent to all members (see Sec. III, G)
- e.** Due to liability issues, all non-Girl Scout **individuals** who visit the camp must sign the single page "Assumption of Risk/Hold Harmless" form (Section III, A, 2). This includes parent helpers of troops that have not registered with the troop, as well as weekday volunteers. Non-Girl Scout **groups** must sign the four page "Usage Agreement" (Section III, A, 1) and show proof of liability insurance.

C. Safety & Emergency Procedures

1. **General Safety Guidelines:** Always follow GSUSA safety guidelines as described in *Safety Wise*. If in doubt - check it out.
 - a. **First Aid:** groups should bring their own first aid supplies and have a designated trained first aider as required by *Safety Wise*.
 - b. Explain and use the **buddy system**; know where your kids are going and set clear rules and boundaries if they are exploring on their own. Plan together how they will signal for help. If they should encounter a stranger, they should immediately find and tell an adult.
 - c. Get familiar with the camp as a group. Decide where to go for help and how to leave in case of an emergency. Pick a place where everyone will meet and conduct a practice drill. **In case of fire**, everyone should walk up the gravel road to Presbyterian Manor or the church lot.
 - d. Be aware that the camp is *not* like your backyard or a groomed park. The woods are thick, trails are uneven, and many potential hazards exist, such as rocks to trip on, thorns, poison ivy, ticks, chiggers, snakes, and other wildlife. Be aware of your surroundings. **Always wear durable and totally enclosed shoes** (no crocks, sandals, half shoes, etc.). Shoes must be worn at all times while visiting the camp.
 - e. There are no phones at the camp, but a telephone book is in the cabin. Cell phones are advised.
 - f. Bridges can be slippery, especially when wet. Use caution.
 - g. **Yellow** plastic ribbons indicate poison ivy is nearby. **Orange** ribbons indicate a hazard to avoid. **Blue** ribbons identify recent tree or bush plantings that need to be protected.
 - h. When camping overnight, chain the front gate and padlock the 2nd gate to secure the camp.

2. Severe Weather Procedures for Hidden Valley Camp

Troops should be prepared for all weather. Dress appropriately with weather changes in mind. There is a weather radio available in the cabin on the kitchen shelf.

- a. **Rain:** Rain flies (overhead tarps) are available for checkout. In case of heavy rains, troops should share the cabin or yurt.
- b. **Flooding:** the creeks can quickly flash-flood and cover the bridges. Stay out of the creeks during rain events.
- c. **Thunder/Lightning:** troops should seek shelter in the cabin. No other building will protect you from lightning.
- d. **Tornado:** In case of tornado, *small* troops can retreat to the basement of the Universally Accessible Composting Toilet (lower backside access). The key is on a yellow ring in the kitchen cabinet drawer. *Be prepared* and take time to look it over **before** you need to use it. The small, dark room is often filled with cobwebs, which you should clean out beforehand. Bring a flashlight.

The best shelter for tornados is the basement of Presbyterian Manor, accessed through the gate near Redbud Shelter to their back door, which opens by a code after business hours. If you are camping during tornado season and inclement weather is forecasted, leaders should contact the Manor's office **(785-841-4262)** prior to 5pm to discuss procedures and get the code. Due to the skylights, the cabin is not tornado proof and should only be used if unable to reach the UACT storm shelter or the Manor basement. Stay away from glass windows and skylights; seek shelter under tables. If you are outside and a tornado is upon you, seek immediate shelter in a low lying spot other than the creek.

**Please review the GSUSA
"Severe Weather Safety for Girl Scout Camp"
located in Section III, E.**

D. Parking and Driving

Observe posted signs for parking and driving.

"Authorized Vehicles" refers to Girl Scout or group leaders and their first aiders.

- 1. The main parking lot** is beyond the second gate, next to Evelyn's Attic (the equipment shed). Cars may park on either side of the lot. Approximately 30 cars can be accommodated if parked close together.
- 2. For large events:** The grassy area just inside the first gate can also be used for parking in dry weather. Please consult with the Camp Manager.
- 3. Parking at Arcalooka Cabin:** To allow space for emergency vehicles, no more than 2 cars should ever be parked in this lot: typically the leader or assistant and the First Aider. The car of the First aider should be parked facing outward. Cars carrying heavy equipment may park here *on a very temporary basis* to unload. This lot is **not** for pickup and drop off of scouts.
- 4. Mary's Meadow parking:** "Authorized vehicles" of groups/troops using Mary's Meadow, Dogwood Forest and westward sites, may park in the lower gravel lot at the bottom of the hill. No more than 3-4 vehicles may park here, except on a very temporary basis to unload supplies. Do not block the chained gate as emergency vehicles must be able to enter the meadow. No driving is allowed beyond this point without expressed permission from the Camp Manager.
- 5. Driving:** proceed cautiously and slowly (10 mph) on the road to the cabin. It is a single lane. Be prepared to back up if you meet an approaching vehicle. Do not drive on the grass to pass. Only authorized personnel (leaders and their assistants) may drive down to the cabin or Mary's Meadow.
- 6. Parents attending troop events should park in the main lot and walk to the event. It is the responsibility of the leader to inform parents NOT to drive down to the cabin or meadow to pick up their children. Walk the children back to the parking area.**

E. Trash

There is no trash pickup at the camp. Bring your own trash bags. All garbage (*including* excess food, plate scrapings, grease, aluminum foil, etc.) must be removed upon leaving; never leave garbage in the sink drain, buried, in fire rings, nor in the latrines.

F. Water

City drinking water is available in the cabin and at five hydrants located across the camp. See map for locations (Sec. III, H). Cabin water is generally turned off during winter (check with the reservationist). Hydrants are freeze protected and available year round.

G. Toilet Facilities

There is no sanitary sewer system at the camp, and no flush toilets. There are three other types of unique toilet facilities for your use: latrines, a composting toilet, and portable chemical toilet. *The latrine (outhouse) should be the primary toilet used.*

Each group is responsible for thoroughly cleaning and closing up the toilets/buildings they used at the end of their stay. Each facility has *different* requirements. Detailed use and cleaning instructions are posted in each facility and in the Site User Manual (in the cabin). Make cleaning a part of your kaper duties, including sweeping, mopping, cleaning the seats, closing the lids, removing trash and latching/locking doors.

Bring your own toilet paper, hand soap, or hand sanitizer. Handwashing units (spigot jugs to be filled with rinsing water) are available through equipment checkout and are also in the cabin. *Toilet paper is the only waste to go down any toilet.* **Sanitary disposal bags are available in the cabin to place in trash receptacles in each stall. Remove these during camp clean-up.**

All supplies for use and cleaning (buckets, Clorox, gloves, brushes, sanitary disposal bags, hand-washing unit, and sometimes left over toilet paper) are in the cabin—NE corner under the bulletin board. Brooms, mops, bucket and Lysol are in the cabin cubby hole.

- 1. Latrines:** There is one 3-hole latrine (outhouse) near the cabin that is unlocked at all times and should be the primary toilet used. Be sure seat lids are down and doors closed and latched after each use.
- 2. Universally Accessible Composting Toilet (UACT):** This toilet is wheelchair accessible and is located at edge of the cabin parking lot. The building is kept locked—blue-coded key is in the cabin kitchen drawer. This is a limited use toilet **not** intended for large groups. Anyone who is handicapped may use it at any time. Otherwise, troops should limit their use of the UACT to after dark, as there is a (solar operated) light switch on a timer inside the door. Use and cleaning instructions are **DIFFERENT** than the latrine...please carefully read the instructions posted inside. Add one scoop of flusher material at the end of your stay, and lock the door.
- 3. Portable chemical toilet:** Located in Dogwood Forest, it is kept stocked with toilet paper. It is not locked. To clean, use the hose from the hydrant next to the treehouse to hose out entire inside. Remove trash and latch the door shut with a stick before you leave.

H. Trails

(maps available in the cabin or on website)

1. Do not blaze new trails. No wheeled vehicles, with the exception of wheelbarrows and wagons, are allowed on the trails.
2. Trails are kept clear of brush for single file hiking. You may cut back encroaching growth where needed, especially honeysuckle. Trails on the eastern third of camp are fairly level and wood-chipped. You can mulch the eastern trails where needed as a service project any time. Trails on the western third are more hilly and primitive and are not wood-chipped. Expect to duck down or climb over downed trees.
3. Off trail hiking is not forbidden, but do so carefully and watch out for poison ivy which is kept under semi-control along trails and unit sites.

I. Site-Specific Descriptions

Troops/groups may reserve any of the following buildings, unit sites, and large-use areas for meetings, badge work, cookouts, campouts, etc. Users are responsible for familiarizing themselves with procedures for using each facility, and for thoroughly cleaning up. A **Site Users Manual** in the cabin (white binder located on craft shelves) contains detailed user information and instructions for all areas of the camp. Please refer to it.

1. **ARCALOOKA CABIN:** The cabin is named after a Cherokee Indian who held title to the property for a time in the early 1800's. Built of concrete block with brick facing and a concrete floor, it has two covered patios, skylights, and fireplace. Cabin furnishings include two redwood picnic tables with benches, tables, shelving, heaters and a kitchen.
 - a. **Safety:** Please be prepared to temporarily share cabin space with others if weather becomes inclement.
 - 1) A regulation fire extinguisher is on the north side of the kitchen cabinets.
 - 2) Smoke detectors are over each door and on the east and west walls. You should check them before lighting the stoves, heaters or fireplace. Extra batteries are kept in the kitchen drawer.
 - 3) Storm preparedness: due to the skylights, the cabin is not considered safe during tornadoes. A weather radio is located on kitchen shelf. Remove batteries after use. (See Section III,E, Severe Weather Preparedness.)
 - b. **Solar-operated lighting** is inside and on porches...switches are at the doors. There is no other electricity and no outlets. Fluorescent lanterns or flashlights are recommended as backups. Do not use kerosene or other flammable lanterns in the cabin. Be conservative of our solar power.
 - c. **Ceiling fans** in both rooms are solar-operated...switches in the south-facing cubby of the hearth. Only adults should operate the fans. Instructions are posted.
 - d. **Cabin Heating:** consists of two propane heaters. Pilot lights are kept on for your convenience; the knob must be turned to ON position to turn furnace on. Operating instructions are on metal signs at the base of each furnace and in the Site Users' Manual, and the thermostats are on the wall next to each furnace. Remember to turn knob back to pilot position when you leave. Please conserve our propane gas...it is expensive.

Safety: When heaters are in use, children and adults should be alerted to their high surface temperature and should stay away. Do not place clothing, sleeping bags and other flammable material on or near the furnace or obstruct the air flow. **IF YOU SMELL GAS**, do not light anything, touch any electrical switch, or use a phone inside the building. Immediately go outside and call our gas supplier: Heetco, at 843-4655, and the Camp Manager. If you cannot reach them, call the fire department.

e. Cabin Fireplace: Keep the hearth clear of wood and miscellaneous supplies. Before using, remember to open the damper by disengaging the chain from the hook on the left, inside wall of the fire place. After use, close the damper by pulling down and engaging chain on the hook. Firewood is kept near the south door of the cabin and in the outside rack east of the cabin. Do not stock wood on the brick porches. Ashes are to be removed when cold to the touch and placed in the metal can marked “ashes.” Return half-burned wood to the woodpile and sweep and clean the fireplace and hearth.

f. Windows: Wooden shutters cover each window and are locked with padlocks. The key is located in the kitchen drawer. A stool is available inside the cabin to raise the shutters. Keep padlocks on hook (don't relock), loosen shutter post with Allen wrench (located on the key ring), lift up shutter and secure post to S-hook in rafters. When closing, be sure to tighten shutter posts with wrench. Some padlocks need to be turned with key to relock. The double-hung windows can be raised or lowered.

g. Kitchen Instructions:

1) Stove top and oven must have gas turned on (valve on wall behind stove) and pilot lights lit with matches. Instructions are in the Site Users Manual.

2) Sink/water: The cold-water sink does NOT have a waste disposal. When washing dishes, be certain to strain food particles from waste water. Add these particles to the garbage you carry out. Grease needs to be drained into containers. **POUR HOT WATER DOWN THE SINK AFTER EACH DISH WASHING.** Water to the cabin is turned off during the winter months to avoid freezing pipes. The outdoor hydrants are available year-round.

3) Kitchen supplies: the kitchen is fully stocked with basic cookware, pitchers, and eating utensils for **INDOOR USE ONLY**. Do NOT use these on fires. Everything must be washed and returned to the cabinets.

h. Craft & Game Supplies: the shelves are fully stocked with all sorts of craft tools, supplies for troop use, and other resources. Please keep these supplies organized. Do not donate supplies unless you can fit them in an existing container of similar materials. Please discard all dried up pens. ALL paper supplies must fit in the large rubber tub below the shelves.

i. Cleaning the cabin: leaders are responsible for ensuring that the cabin is completely cleaned, all trash and personal items removed, gas shut off to stove, furnaces turned to pilot, lights and ceiling fans turned off, and windows and doors locked after each use. Table tops and floors should *always* be cleaned. Users will be emailed a cleanup checklist with their reservations, and it is posted on the bulletin board as well (“*Before you Leave*”). Please incorporate the cleanup into your kaper duties. If needed, the leader should remain to finish up. If not properly cleaned, leaders may be contacted for further cleaning and groups may lose their deposit.

2. SHELTERS: two shelters, with a roof, concrete flooring and benches can be reserved. Shelter floors should be swept after use and hosed down of any spills as needed. **Redbud** is conveniently located off the main parking lot, making it an easy location for meetings. It also has a large picnic table and a fire ring. **Southern Shade** is in the back yard of the cabin and can be reserved in conjunction with the cabin or alone. La-Ka-Hi-Va fire ring is nearby.

3. FLAG POLE HILL: is the tall grass prairie just west of the main parking lot. The perimeter is kept mowed, as well as a central path to the large mowed area encircling the “Singing Tree” and flag-pole. There is also an adjacent fire ring (Oginali). The area is great for easy camping due to its proximity to equipment and parking. The mowed circle is good for games and other group activities, and its circle of sitting logs on the SE edge of the prairie suitable for meetings.

4. MARY’S MEADOW: is the large meadow at the bottom of the road, perfect for large group activities and tent camping. No driving is allowed beyond the gravel lot. Mary’s Meadow features wide open spaces, a picnic spot, several unit sites tucked into adjacent woods, challenge course structures, and the wetland.

5. THE GATHERING PLACE: is the fire ring in Mary’s Meadow encircled by three picnic tables, one of which accommodates a wheel chair. This area is great for meetings. The small, raised fire ring is best suited for stick cooking and “singing around the campfire”. A long wooden platform to the east (a former bridge) is perfect for skits.

6. WETLAND: In 2006, Friends of Hidden Valley created a small wetland in a perennially wet area of Mary’s Meadow. It is filled with tadpoles and lively frogs, small guppies, and many species of aquatic insects and plants. If you look carefully, you can find animal prints in the mud. A wildlife observation blind can be accessed from the east and via a path from Southern Shade shelter. An exploration kit, complete with rubber boots, nets, strainers, observation containers, ID cards, etc. can be checked out through the Camp Manager, **841-3567**.

7. DOGWOOD FOREST: is intended to provide more adventurous opportunity for older scouts. The area has a water hydrant, portable toilet, a climbing tower, tree house, yurt, and two fire rings. The open strip is perfect for tent camping. A “Dogshed” is fully stocked with camping equipment for check-out. Use of Dogwood Forest requires the ability to pack in all needed equipment from the lower lot for there is no car access to the area. Overnight users of Dogwood Forest are responsible for cleaning the portable toilet by hosing down the inside.

8. YURT OF DOGWOOD FOREST: the yurt is a round, raised wooden deck with vinyl covering over lattice walls, a domed roof, two doors and 3 windows. The 30-foot diameter yurt can hold up to 60 people. Please allow other groups that are camping in the area to seek shelter from heavy rain if necessary. All ages can reserve the yurt for meetings, projects, etc. **However, only Juniors and above may use the yurt for sleepovers.** Keep in mind that it is HOT in summer, COLD in winter, and has no car access.

a. Access: The yurt is kept locked. The pink-coded key is in the Arcalooka Cabin top kitchen drawer.

b. Use Instructions: A yurt is a BIG tent so use the same care:

- 1) Do not lean against walls or hang things on walls.
- 2) Only adults are to raise and lower the dome with the hand crank—it only raises a few inches. Close it before you leave.
- 3) Use the step stool stored inside to open outside window flaps. They need to be fully raised to attach buckles.
- 4) Cover the floor with tarps if you are going to do crafts/activities that use: glue, glitter, paint, etc. If shoes are muddy, leave them on the mud mat at the door, but be aware of possible splinters. Use the tarps to cover the floor.
- 5) NEVER have a flame of any kind inside the yurt (candles, lanterns, buddy-burners, stoves, heaters, etc.).
- 6) NEVER use aerosol sprays inside or close to the yurt.
- 7) Eat inside the yurt ONLY if weather prohibits dining outside. Remember, we don’t eat in our tents either. Eat on a tarp and carefully take it outside at least 50 ft. away to shake out crumbs. We don’t want to attract rodents!
- 8) No sweet drinks. Only water inside.

c. Cleanup Instructions:

- 1) Sweep the yurt and clean up anything that may have fallen on the floor. We do not want to attract animals or insects. If it got muddy, use water and a slightly damp mop to clean the floor. (Bucket, broom and mop inside yurt).
- 2) Leave nothing in the yurt when you leave (except for tarps and cleaning supplies already there).
- 3) Close and zip down the windows & wall; close dome.
- 4) Close doors tightly to insure they latch and the locks engage. The structure “moves”, so doors do not always line up well... you must pull on them to make sure they are locked, and don't forget to return the keys!

9. TREE HOUSE OF DOGWOOD FOREST: Built by older scouts for their Gold Award project, the tree house is available for play anytime when not in use by others, and also by reservation for meetings and sleepovers. **Sleepovers are allowed only by Cadettes and older. Tree House Rules:** an adult should be present at all times; use at your own risk and use common sense.

- a. Only one person on the ladder at a time.
- b. No climbing over railing to enter or exit tree house.
- c. No climbing or sitting on the railings or limbs of the trees.
- d. Never peel bark off the tree – it kills our tree!

10. CLIMBING TOWER: built and donated by a scout grandfather for Day Camp.

Tower Rules: an adult should be present at all times; use at your own risk and use common sense.

- a. Only one person on ladder at a time.
- b. No more than four girls on top at a time.
- c. Do not jump off – use the ladder to climb down.

11. UNIT SITES: There are 14 distinct unit sites (small clearings in the woods with fire rings) available by reservation (see map Section III, F). They are mowed seasonally as weather and usage determine. All sites are suitable for cooking and day use and several are suitable for tent camping. Please use minimum impact procedures at these sites, and follow the woodpile and fire ring cleanup instructions. No food particles are to be left at any site.

J. Tent Camping

Several unit sites and open areas are suitable for tent camping:

- **Coralberry:** is the largest unit site and features a large flat rock for Use as a table;
- **Sumac, Windmill & Brookside:** place tents in Mary's Meadow (The Girl Scout-built Brookside Bridge is great for “bridging” activities.)
- **Oginali:** place tents in mowed areas of Flag Pole Hill.
- **Dogwood Forest:** place tents in open strip.
- **Cherokee Lookout and Thorn Hill:** these are primitive sites on the western edge of the camp and need extensive clearing before using or pitching tents.

Tents are available for check out to properly trained adults. (See Section II, B, for reservations and Section II, M for tents). Do not set up tents under tree branches or near the fire ring. **Be sure to chain the outer gates and lock the padlocked gates during overnights.**

K. Outdoor Fires & Woodpiles

1. You must have a reservation to build a fire and must be accompanied by an outdoor-trained adult. Fires are permitted only in the (19) established fire rings. Do not establish new fire rings and **DO NOT DIG** holes or trenches in the fire ring. (*Refer to the Woodpile and Fire Rings flyer in the Site Users Manual.*)
2. All fires require a bucket of water and a rake, and the ring should be raked clear of all vegetation (grass, leaves, etc.) **BEFORE** you start your fire.
3. No outdoor fires are allowed when burn bans are in effect within the county. Burn ban notices will be posted on Evelyn's Attic and the cabin, or check with local fire department: **832-7600**.
4. Charcoal fires are permitted in fire rings, however, **NO** charcoal lighter fluid or any other type of liquid petroleum can be used to start wood or charcoal fires.
5. A stocked woodpile of large fuel is at each fire ring—take from the top, which is the older wood. *Keep the woodpile organized.* Throw rotten wood into the woods. Tender and kindling can be collected from the woods. To prevent wood diseases from entering our area, do **NOT** bring in wood from outside the camp. You may place tarps over your woodpile in advance if rain is forecast.
6. To put out your fire: sprinkle it with water and rake ashes until completely out. Submerge wood in the bucket of water. Do not use dirt to smother the fire. It is safe to leave only when you can touch all areas of the coals with the palm of your hand.
7. Users must clean up the area: half burned wood can be returned to the woodpile, which should be straightened out. **COLD** ashes and charcoal should be spread out within the ring and the rocks straightened out into a neat 10-foot circle.

L. Natural Resources & Other Miscellaneous Rules

1. **Observe wildlife** but do not disturb it. Rocks and most plant life should be left in its natural state and undisturbed, with these exceptions:
 - a. Leaves, flowers, seed pods, etc. can be collected for badge work, crafts, ceremonies, etc., with the following rule: **collect only from abundant species and always leave much more than you collect.**
 - b. You may clear branches overhanging trails and encroaching on unit sites.
 - c. Honeysuckle is not desirable and help removing it is appreciated.
 - d. Lashing may be done, but must be taken apart and returned to the woods.
 - e. Rocks may be moved or lifted to look for insects, but always replace them.
 - f. Temporary holes can be dug for certain activities, but must be filled back in. Check with the Camp Manager *before* digging.
2. **Natural Habitats of Hidden Valley:** there are four main wildlife habitats to explore at Hidden Valley. The Friends of Hidden Valley have developed "Habitat Discovery Packets" for leaders, to assist in exploring the various ecosystems. Check with the Camp Manager for more details.
 - a. **Prairie:** the prairie of Flag Pole Hill & the Friends Memorial Butterfly Garden highlight native grasses and wildflowers of the plains. The butterfly garden is great for ceremonies. Plant identification cards are in the cabin hanging on the Butterfly Garden exhibit.
 - b. **Woods:** numerous trails crisscross through the woods, allowing exploration of trees, shrubs, and the animals that reside there. Look for small, round metal signs on 20 trees and match them up to the tree trek guide.
 - c. **Wetland:** explore the wet'n'wild critters and plants of the wetland using the Wetland kit, available by checkout through the Camp Manager. Wading with shoes/boots is permitted but no swimming is allowed.

- d. **Streams:** several small creeks that start on the east side turn into fairly large streams in the valley. Take the “Stream Walk” that begins at Evelyn’s Attic and explore how it has changed over time; look for fungi, shale and glacial rock and aquatic critters. *Access streams ONLY at gently sloping banks, to prevent erosion problems.*
3. **Dogs** can disturb wildlife and other visitors, or encounter thorns, poison ivy and other hazards, and therefore are not recommended on site. **IF** you bring a dog, you must follow city rules: *they MUST be on a leash and attended at all times and you MUST pick up their waste and take it with you.*
4. **Fireworks, fire arms, BB guns, air guns, tobacco, illegal drugs and alcohol** are prohibited at all times.

M. Equipment: Procedures and Lists

A full line of camping and cooking equipment is available for troops to reserve and check out, including large kitchen storage boxes, tables, tarps, games, tools & tents. An Equipment list/checkout form is available on the website. Reservations for checkout are made by calling the equipment chair through the website: reservations@lawrencehiddenvalley.org. An appointment will be made to meet you at the camp to check out the equipment. It is up to the leader to make sure all equipment is returned cleaned and in good condition, and users agree to repair or replace any damaged or lost equipment. Only local Girl Scouts may check out equipment to be used off-site.

Small 2-3 person tents are available for checkout and require a tent training session for leaders who can then instruct their scouts on proper use. To schedule tent training &/or checkout: tents@lawrencehiddenvalley.org

Ar-ca-loo-ka Cabin is also stocked with a full line of kitchen equipment for indoor cooking and eating, and craft supplies, games and books, which may be used when you reserve the cabin. Supplies include: decorative papers, yarn, paints, brushes, crayons, markers, scissors, hole punches, tape, glue, beads, wire, weaving boards, Plaster of Paris, etc. Games include balls, cones, jump ropes, jacks, compasses, parachute, limi sticks, etc. Resource books cover games, songs, outdoor cooking/recipes, wildlife, etc.

Please keep these supplies organized. Do not donate supplies unless you can fit them in an existing container of similar materials. All paper supplies must fit in the large rubber tub below the shelves.

N. Service Projects

Scout troops are encouraged to volunteer in the routine maintenance of their camp on a regular basis. Being involved in maintaining and improving the camp helps the girls become better stewards of the land and more vested in their camp. Special projects are also available for older girls or troops wanting more involved projects, including possible projects for Silver, Bronze or Gold Awards.

A seasonal list of projects is maintained on the website. Contact the Camp Manager: serviceprojects@lawrencehiddenvalley.org for more details and to coordinate your Special Project.

Workdays: Friends of Hidden Valley, Inc. also plans and sponsors four “workdays” each year in April, June, September, and November. (Dates can be found on HiddenValley’s website.) FHV provides all tools, coordinators, first aiders, and refreshments. Scout troops or individual Scouts, accompanied by an adult (does not have to be the leader), and their families are encouraged to attend. Participants include Friend’s members, LHVC board members, and the community. Troops are responsible for obtaining permission slips and abiding by *Safety-Wise* leader/scout ratios. No registration is required, although a quick email to the Camp Manager of your intentions is helpful for planning purposes. Please bring a water bottle or cup and dress appropriately.

1. Ar-ca-loo-ka Cabin & Smoke Puff Patch: LHVC offers a *free* custom-made patch for local troops using and maintaining their camp. (non-Douglas County troops may earn the patch but must purchase them—\$1.50 for cabin; \$1.00 for puff). Patches are ordered through the reservationist. If you already have the Arcalooka Cabin Patch, you can earn a smoke puff patch to add each time you meet the 2 requirements. There is no limit to the number of puffs you can earn.

Patch Requirements:

a. A **Fun Day** (minimum 8 hours in one or more sessions) **OR** an overnight, **AND:**

b. A **Service Project** at the camp. Suggested work time is about 1 hour, depending on the troop's age. (Service projects already completed, Day Camp, or Spring Fling activities do not apply). You may arrange a service project to complete on your own time through the Camp Manager or attend a Friends-sponsored workday to satisfy the service project requirement of the patch.



2. The Friends of Hidden Valley Troop Reward: to encourage outstanding efforts in stewardship of their camp, Friends offer troops an incentive reward on an annual basis. The reward will be a \$50 check for one troop at each age level. For more information on requirements and to download an application form, go to: www.friendshv.org and follow the link to Girl Scout Forms.

All requests must be submitted 3 weeks prior to an event—no exceptions.

III. Supporting Documentation



A. Forms

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1. Hidden Valley Camp Usage Agreement

For non-registered Girl Scouts

Facility: _____ Number of Participants:
Area: Hidden Valley Camp Children _____ Adults _____
Activity: _____
Day(s) of Week: _____ Usage Starting: _____
Hours: _____ Usage Ending: _____
Grantor Contact: _____ Phone #: _____
Approved by: _____ Date: _____
Usage Fee: _____

This **USAGE AGREEMENT CONTRACT** (the “license”) is established between _____ (“Grantee”), and Lawrence Hidden Valley Committee, Inc. (“Grantor”) with respect to the following:

RECITALS

- A. Grantor owns certain real property in the cities of Lawrence, County of Douglas, State of Kansas, including, but not limited to Arcalooka cabin, camp sites, yurt, and shelters. Grantor also owns certain equipment and materials, including, but not limited to camping equipment, tables and benches, and Challenge Course equipment. Grantor provides certain services in connection with the use by third parties of its real property, equipment and materials, including, but not limited to, maintenance.
- B. At this time, Grantee has requested, and Grantor has agreed, to grant Grantee a temporary, revocable license to use the real property, checked out equipment, and materials described above (collectively referred to as the “Licensed Property”) subject to Grantee’s execution of and compliance with the terms and conditions of this License. In addition, Grantee has requested and Grantor has agreed to provide the services described above in connection with Grantee’s use of the agreed upon Licensed Property.
- C. This License is not intended to be a lease nor is it intended to create any real property interest in Grantee.
- D. This Usage Agreement does not extend to and does not grant any license to use, and Grantee is not permitted to use the rope courses and zip lines which are strictly off limits, and Grantee shall take all precautions necessary to keep its members or people away from said portions of Grantor's property.

NOW, THEREFORE, in consideration of the Recitals and the other covenants and conditions set forth herein, and for the other good and valuable consideration, the receipt of a sufficiency of which are hereby acknowledged, the parties agree as follows:

AGREEMENT

1. **Permit to Enter Upon and Use Licensed Property.** Grantor hereby grants to Grantee a nonexclusive license and permission to enter upon and use the Licensed Property for the sole purpose of the activity listed above, and for no other purpose. Grantee hereby agrees that the Licensed Property shall not be used for (a) any unlawful purpose or any purpose that creates a clear and present danger or the commission of unlawful acts or the violation of lawful policies and regulations of Grantor; (b) any purpose that may result in damage to Grantor’s property; (c) any purpose that may violate campaign practice laws; (d) any purpose that may create a material and substantial disruption to the orderly operation of a camp or that violates the rights of others to privacy; (e) any purpose that may be obscene, libelous, slanderous, or defamatory, including but not limited to, the making of any false statement as to any person who is not a public figure or involved in a matter of public concern; (f) any purpose that involves the impermissible possession or consumption of alcoholic beverages and/or drugs; (g) any purpose that involves smoking or gambling; (h) any possession or use of firearms or other weapons; (i) any unauthorized activity not specified in this License; and (j) such other activities as the Executive Camp Director designee may lawfully determine from time to time. Grantee’s employees, agents, representatives and campers shall be permitted to enter upon and use the Licensed Property for the purposes described herein during the term of this License. Grantee may not have more than the contracted number of participants in attendance at the activity for which a license is granted.

1. **Fees.** In consideration of Grantor’s granting of the nonexclusive license to use the **Licensed Property** and Grantor’s provision of services in connection with this License, Grantee shall pay Grantor a fee in the amount set forth above in the billing arrangement. If the Licensed Property is to be used for a period shorter than one month, payment by Grantee shall be made to Grantor at least ten (10) working days prior to Grantee’s use of the Licensed Property. If the Licensed Property is to be used over a period longer than one month, payment for the first month’s use shall be made by Grantee at least ten (10) working days prior to Grantee’s initial use. Subsequent fees shall be paid by Grantee on the first day of the month following Grantee’s initial use of the Licensed Property. Payment must be in the form of a check, money order, or cashier’s check, must be made payable to **Lawrence Hidden Valley Committee, Inc.**, and must be sent to the address which is **Box 425, 645 Vermont, Lawrence KS 66044**. No usage will be granted until fee is paid in advance unless with executive director approval. The fee structure is \$3.00 per person with a \$50.00 deposit.
- 2a. Notwithstanding anything above to the contrary, no fee will be charged to this user. _____ aprv. by _____
3. **Utilities.** Hidden Valley has solar lighting in the Arcalooka Cabin and propane heat. There are also six hand pumps providing city water and a sink in the cabin with cold water. No other utilities are provided. There is one latrine and a Universally Accessible Composting Toilet near the cabin and a Porta-potty in the Dogwood Forest area.
4. **Royalties, Commissions and Fees.** Grantor shall not be responsible for any royalties, commissions, or license fees of any kind to any third party with any right or interest in any musical, literary, cinematic or any works of any kind.
5. **Storage.** No storage facilities shall be provided by Grantor, nor shall Grantor accept responsibility for any equipment or materials brought onto the Licensed Property by Grantee.
6. **Advertising.** All advertising for activities which take place in or on the Licensed Property shall include the following statement: “These activities will take place on property that _____ has licensed from Hidden Valley Inc. Our use of Hidden Valley Camp facilities represents neither agreement nor disagreement with our group’s goals, purposes, or statement by _____.”
7. **Adult Supervision.** If the Licensed Property is to be used for minors, Grantee shall provide appropriate adult supervision during their use of the Licensed Property, and such adult(s) shall cooperate with Grantor’s designated facilitator and other personnel necessary to conduct Grantee’s activity. The ratio of adults to minors will follow the ratios as specified in the Girl Scouts *Safety Wise!* guidelines as follows:

Grade level of minors	Two adults per group size of:	Additional adult for each number of minors
K – grade 1	6	4
Grade 2 - 3	8	6
Grade 4-5	12	10
Grade 6-8	12	10
Grade 9-10	15	12
Grade 11-12	15	12

8. **Compliance with Applicable Laws, Policies and Regulations.** Grantee shall comply with all applicable federal, state and local laws including, but not limited to, federal, state and local fire, health and safety regulations. Grantee shall also comply with all applicable Grantor policies and regulations, copies of which are available from the Executive Director of Camp Operations.
9. **Areas of Use.** Grantee shall confine its use of the Licensed Property to the areas described above. Restrooms/latrines in the immediate area of the Licensed Property shall be available for Grantee’s use. Occasionally it may be necessary to move an activity to an alternate site in the camp at the discretion of the Grantor. The Grantee shall leave the grounds and facilities in the condition in which they were found.
10. **Additional rules.** Where the Licensed Property includes a kitchen, auditorium, gymnasium or swimming pool, the provisions set forth below also apply.

11. **Insurance.** Grantee may be required to maintain the following minimum insurance coverage during the time of this License to completely cover Grantor from loss. Comprehensive General Liability Insurance covering bodily injury of at least _____/Person, _____/Accident, and property damage of at least _____/Incident. Grantee may be requested to submit a ‘Certificate of Insurance’ naming Grantor as “additionally insured” prior to its use of the Licensed Property.
Option A: Insurance is required. _____
Option B: Insurance is not required as a condition of the grantee’s use under this agreement. _____
12. **Indemnification & Hold Harmless.** Grantee agrees to protect, defend, indemnify and hold harmless Grantor and its directors, officers, employees and agents from any and all claims, demands, losses, costs, damages, and liabilities (including attorneys’ fees, court costs and the cost of expert witnesses) for any and all property damage, personal injury and/or death asserted by a third party (defined as any party other than Grantor or Grantee) arising from or in any way related to Grantee’s use of the Licensed Property, expressly including, but not limited to, any claims of Grantor’s own negligence or fault.
- 12a. **Assumption of Risk.** By using this facility (approximately 40 acres with some improvements, no utilities) you agree to assume all risks inherent in your use. You understand that this 40 acres and its minimal improvements are intended to provide a “wild” nature experience for those who use it. You further understand that there may be poisonous reptiles that are native to Kansas here as well as other fauna such as bobcats and coyotes which can be inherently dangerous, further that there is flora which may be poisonous or irritating such as poison ivy and smart weed/stinging nettles, etc. The facility is intentionally kept in a “wild state” for the enjoyment and experience of its users and you agree to assume all risks to yourself and your charges by using this facility. It is your further agreement to familiarize yourself with your surroundings and take all necessary precautions to protect yourself from injury or accident. Also inherent risks are involved with trees, rocks, obstacles on the trail, bridges, etc. the risk of which the user assumes. If you are a supervisor in any capacity, whether it be a parent or a group leader, you agree to take the responsibility to make sure that all users under your supervision understand that they are assuming the risks involved in the Hidden Valley Camp and further agree to hold the Lawrence Hidden Valley Committee, Inc. (owner of the Hidden Valley Camp) or its Board of Directors, harmless for any injury or damages to the user or the user’s charges or to the Hidden Valley Camp. Such hold harmless provisions shall include but not be limited to all out of pocket expenses incurred by the LHVC, Inc. or its agents or insurers, for damages, injuries, attorney fees, and costs which may result from user’s use of the Hidden Valley Camp. Attached hereto is a notice which you agree to give a copy of, or otherwise familiarize each user with and obtain each user’s signature acknowledging they have read the notice, understand it, and have received a copy of it or the opportunity to read it. _____ (Grantee initial)
13. **Maintenance and Conditions of Property.** Throughout the term of this License, Grantor shall, at its sole cost and expense, maintain the Licensed Property in good repair and in a clean, orderly and attractive condition. Grantee shall leave the property in a clean, orderly and attractive condition. Grantee shall not be entitled to construct any improvements on or make any alternations to the Licensed Property without the express prior written consent of Grantor. Grantee shall be responsible for any and all damage done to the Licensed Property in connection with its use of the Licensed Property during the term of this License.
14. **Owner not Liable.** Grantee agrees that it shall enter upon the Licensed Property at its own risk. Grantor shall have no duty to inspect the Licensed Property and shall have no duty to warn any person of any latent or patent defect, condition or risk that may exist on the Licensed Property or that might be incurred in the exercise of the rights granted herein. Grantor shall not be responsible for any loss or theft of or damage to any of the items located on or about the Licensed Property. If Grantee vacates the Licensed Property and leaves behind any personal property belonging to Grantee, then such personal property shall be deemed abandoned, and Grantor may dispose of such property without liability of any kind.
15. **Termination.** The right of entry and use granted by this License shall terminate on the date specified above. Grantee agrees that this License is wholly terminable by Grantor at any time and in Grantor’s sole and absolute discretion. In the event this License is terminated by Grantor, Grantee may receive a refund of fees paid for time not used. Any processing fees paid by Grantee may be retained by Grantor. Except as provided above, Grantee shall not be entitled to any compensation for any losses or damages suffered as a result of Grantor’s termination of this License. (If Grantee terminates this License less than one business day prior to its initial use of the Licensed Property, Grantee may be billed for any operating and/or administrative change costs incurred by Grantor.) Grantee may not use the Licensed Property when the Licensed Property is closed for repairs, decorating, cleaning, weather, renovation, or other maintenance purposes, or when the Licensed

Property is otherwise deemed unavailable by Grantor. In these circumstances, Grantor, in its sole discretion, may, but shall not be obligated to, permit Grantee to utilize other property elsewhere within camp. If Grantor does not permit or if Grantee declines such use, Grantee may receive a refund of fees paid for time not used, and shall not be entitled to any compensation for losses or damages suffered.

- 16. **Assignability.** This License may not be assigned by either party, whether voluntarily or by operation of law, without the express written consent of the other party.
- 17. **Miscellaneous.** This License constitutes the entire agreement between the parties hereto pertaining to the subject matter herein. No supplements, modifications or amendments of this License shall be binding unless in writing, and executed by the parties hereto. This License shall be construed and enforced in accordance with, and governed by, the laws of the State of Kansas. No waiver of any of the provisions of this License shall be deemed or shall constitute a waiver of any other provisions, whether or not similar, nor shall any waiver be a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. The headings of this License are for purposes of reference only and shall not limit or define the meaning of the provisions hereof. This License may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute one and the same instrument. Neither this License nor any short form memorandum or assignment hereof shall be filed or recorded in any public office without Grantor's express prior written consent. Time is of the essence of every provision hereof.

APPROVAL SIGNATURES, the parties hereto have executed this License as of the date first above written.

GRANTOR: Lawrence Hidden Valley Committee, Inc.

GRANTEE: _____

(Organization)

By: _____
(Print Name)

By: _____
(Print Name)

Its: Authorized Agent

Its: Authorized Agent of Grantee

Signature: _____

Signature: _____

Date : _____

Date: _____

PROVISIONS

User must comply with rules of operation for the Arcalooka Cabin, the Yurt, established campsites, and shelters which is attached to this document.

2. To all users of the Hidden Valley Camp, located near the NW corner of Kasold and Bob Billings Parkway, Lawrence, Kansas, who are not registered Girl Scouts.

Assumption of Risk

By using this facility (approximately 40 acres with some improvements, no utilities) you agree to assume the risks inherent in your use. You understand that this 40 acres and its minimal improvements are intended to provide a “wild” nature experience for those who use it. You further understand that there may be poisonous reptiles that are native to Kansas here as well as other fauna such as bobcats and coyotes which can be inherently dangerous, further that there is flora which may be poisonous or irritating such as poison ivy and smart weed/stinging nettles, etc. The facility is intentionally kept in a “wild state” for the enjoyment and experience of its users and you agree to assume all risks to yourself and your charges by using this facility. It is your further agreement to familiarize yourself with your surroundings and take all necessary precautions to protect yourself from injury or accident. Also inherent risks are involved with trees, rocks, obstacles on the trail, bridges, etc. the risk of which the user assumes.

If you are a supervisor in any capacity, whether it be a parent or a group leader, you agree to take the responsibility to make sure that all users under your supervision understand that they are assuming the risks involved in the Hidden Valley Camp and further agree to hold harmless the Hidden Valley Camp and The Lawrence Hidden Valley Committee, Inc. (owner of the Hidden Valley Camp) and its Board of Directors, for any injury or damages to the user or the user’s charges or to the Hidden Valley Camp. Such hold harmless provisions shall include but not be limited to all out of pocket expenses incurred by The Lawrence Hidden Valley Committee, Inc. or its agents or insurers, for damages, injuries, attorney fees, and costs which may result from user’s use of the Hidden Valley Camp.

Hold Harmless

Grantee agrees to protect, defend, indemnify and hold harmless Grantor and its directors, officers, employees and agents from any and all claims, demands, losses, costs, damages, and liabilities (including attorneys’ fees, court costs and the cost of expert witnesses) for any and all property damage, personal injury and/or death asserted by a third party (defined as any party other than Grantor or Grantee) arising from or in any way related to Grantee’s use of the Licensed Property, expressly including, but not limited to, any claims of Grantor’s own negligence or fault.

By signing below, I acknowledge that I have received this notice or have familiarized myself with it, that I agree to assume the risks of the use of this facility and hold the owners harmless as set forth in the notice.

Print name

Sign name

Date

Print name

Sign name

Date

3. Facilities Reservation Form

Name of leader/adult in charge: _____

e-mail address of leader/adult in charge: _____

number for cell phone that will be at camp (if possible): _____

troop number & age level: _____

Service Unit: _____

number of girls: _____

number of adults: _____

date and time of arrival: ____/____/____ at ____:____ am/pm

date and time of departure: ____/____/____ at ____:____ am/pm

area of camp requested: _____

- do you plan to build a fire? _____

Need equipment?

Make an appointment to check out equipment by contacting
Kyra Flummerfelt, equipment@lawrencehiddenvalley.org

Need tents and tent training? Contact tents@lawrencehiddenvalley.org

Need a service project? Contact [serviceprojects@lawrence hidden valley.org](mailto:serviceprojects@lawrencehiddenvalley.org)

Return to:

Kyra Flummerfelt

2114 Elmwood St.

Lawrence, KS 66046

Phone: 785-331-7030

or e-mail: reservations@lawrencehiddenvalley.org

4. Equipment Check-Out Form

LOCATION: Hidden Valley Camp - Just west of Bob Billings Pkwy. & Kasold Dr., Lawrence, KS

EQUIPMENT CHAIR: Kyra Flummerfelt, 331-7030; email: equipment@lawrencehiddenvally.org

Please contact Kyra to arrange for equipment check-out. You will need to fill out this form and bring it with you to the camp equipment shed to check out the equipment with Kyra.

TROOP #: _____ LEVEL: _____ CHECK-OUT DATE: _____ CHECK-IN DATE: _____

LEADER NAME: _____ PHONE: _____

*Please include # of items if checking out more than 1.

FIRE*

- Fire bucket
- Grate (folding)
- Grate (standing)
- Rake
- Shovel (folding)

- Loaf pan
- Muffin tin
- Nesting kettle set
- Pie pan
- Pot lifters (for stock pots)
- Skillet (cast iron)
- Skillet

- Grater (stand-up)
- Hand-washing unit
- Hot pad/mitt
- Ice chest
- Ice cream maker (hand crank)
- Kitchen fly
- Kitchen Boxes (with legs)
- Kitchen boxes (without legs)
- Lantern
(battery-bring your own)
- Mallet
- Matches
- Measuring cups
- Peeler
- Pie iron
- Pitcher
- Reflector oven
- Roasting stick
- Scrubber
- Stove
(propane-bring your own)
- Tarp (size: _____)
- Turkey baster
- Water cooler (Gott)

TOOLS*

- Bow saw (large)
- Bow saw (small)
- Leaf rake
- Pitch fork
- Pliers
- Pruner (bypass lopper)
- Shears
- Shovel (standard)
- Spade
- Spade fork
- Tin snip (medium)
- Tin snip (small)
- Weeder (long handled)

OTHER UTENSILS*

- Can opener
- Dipper
- Fork (long)
- Fork (short)
- Knife
- Paring knife
- Scraper
- Spoon
- Spoon (metal long)
- Spoon (slotted)
- Spoon (wooden)
- Tongs
- Turner (plastic)
- Turner (metal)

COOKING PANS*

- Cast iron long pan
- Cake pan (small rectangular)
- Cake pan (9x13)
- Cake pan (round)
- Coffee pot (lid and basket)
- Cookie sheet
- Dutch oven (cast iron)
- Dutch oven (aluminum)
- Griddle (large)
- Griddle (small)
- Lid handle

BOWLS*

- Aluminum
- Plastic
- Stainless steel

MISCELLANEOUS*

- Bucket (dish washing)
- Cutting board
- Egg beater
- Five gallon bucket

RECREATIONAL EQUIPMENT

- Team Walking Boards
- Sling Shots
(call Kyra for these)
- Hoops for games
- Net Toss game
- More, more, more

All equipment must be returned in the same or better condition than when checked out. All cast iron must be dry and oiled to prevent rust. If an item is damaged or lost, the troop or individual will repair or replace the item.

Signature _____

Tent reservations: tents@lawrencehiddenvally.org (tents include ground cloths, stakes & mallets).

Inquire several weeks in advance to schedule your training.

5. Camp & Cabin Clean-up Checklist:

The following checklist is emailed to users after confirming their reservation.
Users are to print out the form and take it with them.

Before you leave, use this cleanup checklist.

Leaders are responsible for ensuring adequate cleanup of camp. When troops do not cleanup, there are consequences such as rodents building nests in the latrines, animals taking over unit sites, and mice & flies invading the cabin.

General:

- If you created or disturbed anything, please return it to its' natural environment.
- Make a sweep of all areas used to collect trash and belongings.
- Sweep shelter if used...hose down if spills occurred.
- Clean all checked out equipment and tools before returning.

Toilets: troops must thoroughly clean the toilet facility they used. For all toilets: remove trash, lower seat lids and latch or lock doors.

- latrine: sanitize seats with diluted bleach; sweep out; mop with Lysol if necessary (instructions & supplies in cabin); remove all trash and toilet paper (rolls can be left in closed tin can);
- Portable: hose down entire inside with hose from Dogwood Forest hydrant.
- UACT: use biological cleaner on toilet seat (instructions & cleaner stored in UACT), and pour cup of "flusher" down toilet; sweep, mop if necessary, and lock.

Cabin users:

- Sweep the floor (there are plenty of brooms and dustpans to get several girls involved); mop if necessary, using the Lysol floor cleaner.
- Shut off propane gas to stove & turn furnace knobs to "pilot".
- Sweep out fireplace if used (do not use water); place ashes in ash can; close flue (pull chain DOWN and engage in hook).
- If cooking or preparing food indoors, thoroughly clean kitchen, stove, sink and counters; put away all utensils; pour boiling water down sink drains.
- Use trash liners in cans in cabin, and take all trash home with you.
- Shut off solar lights and fans at the switches.
- Close all windows and shutters with padlocks.
- Lock front AND back doors of cabin.

Fire Ring Use: **We REQUIRE a bucket of water and rake at fires**

- Use only a rake and water to thoroughly put out your fire; do not use a shovel and dirt to smother your fire.
- Rake up cold ashes and scatter in woods; return partially burned wood to woodpile and straighten up rocks and woodpile.

DO NOT DIG IN FIRE RING...soil should be left level.

On the way out:

- Padlock interior gate, and wrap chain on entrance gate.

Please practice and model the Girl Scout way:

LEAVE THE CABIN AND CAMP CLEANER THAN YOU FOUND IT!

6. Hidden Valley Camp Use Report

1. Girl Scout Troop or Group using Hidden Valley Camp _____

Level: Daisy____ Brownie____ Junior____ Cadette____ Senior____

Troop/Group Leader _____
Name Address Phone

Service Unit #: _____

Date(s) _____ Time _____

2. Number of Girls in attendance _____ Adults _____ Boys _____

3. Type of use or event: Hike _____

Cookout _____

Nature Study _____

Badge or Interest Projects _____

Overnight in cabin _____

Overnight in tents _____

Training _____

Other (explain) _____

4. Which areas of the camp did you use? _____

5. Was the site in acceptable condition for your activities? Yes _____ No _____

If you checked "No" – why not?

6. Did the participants enjoy the Hidden Valley Camp experience? Yes _____ No _____

If you checked "No" – why not?

7. Why did you choose Hidden Valley for this activity? Would you choose it again? (If not, why not?)

8. Dream big dreams here. The Bromelsick estate, which provided the funds for Hidden Valley, makes the Hidden Valley Committee responsible for supporting Girl Scouts in Douglas County. How would you like us to do that better? (use the back side, if necessary!)

Return to: Kyra Flummerfelt @ 2114 Elmwood St., Lawrence, KS 6604 or e-mail to: Kyra@chaney-inc.com

B. Bylaws

BY-LAWS OF THE LAWRENCE HIDDEN VALLEY COMMITTEE, INC. AMENDED AS OF NOVEMBER 6, 2006

ARTICLE I. OFFICES

Section 1. Principal Office. The principal office for the transaction of the business of the Corporation is hereby located at:

TRUST COMPANY OF KANSAS (Also known as TCK Trust Financial Advisors)
3120 Mesa Way
Lawrence, Kansas 66049

Section 2. Other Offices. Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the Corporation is qualified to transact business or at such meeting places that may be designated by the Board of Directors.

Section 3. Registered Office. The Corporation, by resolution of its Board of Directors, may change the location of its registered office as designated in the Articles of Incorporation to any other place in Kansas. By like resolution the resident agent at such registered office may be changed to any other person or corporation, including itself. Upon adoption of such a resolution, a certificate certifying the change shall be executed, acknowledged and filed with the Secretary of State.

ARTICLE II: PURPOSE OF THE LAWRENCE HIDDEN VALLEY COMMITTEE, INC.

The purpose of this organization shall be to promote the qualities embodied in the Girl Scout Promise and Law and to support the Girl Scout movement in Douglas County, Kansas.

ARTICLE III: MEMBERSHIP OF THE CORPORATION AND THE BOARD OF DIRECTORS

Section 1. Membership of the Corporation: The membership of the Corporation shall consist of Douglas County registered adult Girl Scouts.

Section 2. Membership of the Board of Directors: The Board of Directors shall consist of:

- (1) Twelve members elected at large, (four each year for three year terms) from and by the adult membership of the Girl Scouts of the United States of America, registered in Douglas County, Kansas.
- (2) Ex-Officio member of the Lawrence Hidden Valley Committee, Inc. Board of Directors who shall not have voting powers on such board, shall consist of a representative of the KAEGI Committee, a representative of the Friends of Hidden Valley, Inc., a representative of the Lawrence, Kansas, or Douglas County, Kansas, Girl Scout council service team, and an employee designated by the local Girl Scout council.

Section 3. Eligibility for election to the Board of Directors:

One year's prior registration as an adult Girl Scout (18 years old or older) in Douglas County, Kansas. Notwithstanding the above, by a vote of 2/3 of the Board of Directors, the eligibility requirements for one member of the Board (1/12 of the membership) may be waived for a period of one year and renewed each year thereafter during the term of such Board Member. Such waiver may be granted either before the person's election or appointment to the Board or no later than the first meeting after such person's election or appointment to the Board.

Section 4. Method of Election to the Board of Directors shall be:

- (1) The Chair of the Board of Directors of the Lawrence Hidden Valley Committee shall appoint a nominating committee of at least three Board members. The nominating committee shall present a slate of candidates for election for three-year terms and nominees as needed to fill unexpired terms. The election shall be held annually in conjunction with the fall meeting of the local Girl Scout council service unit, whose membership includes all adult Girl Scouts registered in Douglas County, Kansas. Terms of office begin at the regular January meeting of the Board following elections.
- (2) The names of nominees shall be posted at the local workbase of the local Girl Scout council service unit at least two weeks in advance of the election. The Board may, in addition, provide for other means of giving notice of the names of the nominees to the members of The Lawrence Hidden Valley Committee, Inc. Additional nominations may be accepted from the floor at the time of the election.
- (3) Voting will be by written ballot if requested by one or more members. Otherwise the method of voting shall be determined by a majority of the members of The Lawrence Hidden Valley Committee, Inc. who are present and voting.

Section 5. Filling Vacancies:

If a vacancy occurs, the remaining members of the Board of Directors may fill such vacancy by a majority vote. However, the replacement member shall serve only until the next regularly scheduled election, at which time he or she shall be subject to election for the remainder of that term.

Section 6. Re-election :

No person shall serve more than six consecutive years as a voting member of the Board of Directors.

Section 7. Removal:

Any member of the Board of Directors who is absent without excuse from more than two consecutive regular meetings may be removed from the Board at the next regularly scheduled meeting by two-thirds vote of the Board.

ARTICLE IV: OFFICERS

Section 1. The officers of the corporation shall be: Chair, Vice-Chair, Secretary and Treasurer.

Section 2. Only voting members of the Board of directors shall be eligible to hold office.

Section 3. All officers shall be nominated and elected annually at the first regularly scheduled meeting of the Board of Directors following the election of members of the Board as provided above. Officers shall serve for a term of one year and may be re-elected.

Section 4. Duties of the officers shall be:

- (1) The Chair shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be from time to time assigned to her by the Board or prescribed by these By-laws and generally perform all executive duties.
- (2) The Vice-Chair shall in the absence of the Chair preside at all meetings of the Board of Directors and otherwise perform the duties of the Chair in her absence or as delegated by the Chair of the Board.
- (3) The Secretary shall keep a membership list showing the names of the members of the Board of Directors and their addresses as well as all other records of the members, including their terms of office, the dates they took office, and the dates that their office is to expire. The Secretary shall also keep minutes of all regular and special meetings and prepare with the Chair the annual report.
- (4) The Treasurer shall receive, deposit, and disburse funds of the Corporation as may be ordered by the Board of Directors, surrender to the Chair or Board members whenever they request it an account of all transactions of the Treasurer and financial condition of the Corporation, and shall have such other powers and perform such other duties as prescribed by the Board of Directors or these By-laws. The Treasurer shall prepare and present the Treasurer's report at each regular meeting of the Board of Directors and prepare annual financial reports. The Treasurer shall be bonded, if required by the majority of the Board of Directors. The books of account shall at all reasonable times be open to inspection by any member of the Board of Directors.

ARTICLE V: REPORTS

Section 1. The Board of Directors shall prepare a report annually for the adult members of The Lawrence Hidden Valley Committee, Inc., containing income, expenditures, activities, and future plans. This report shall be available in written form at the local Girl Scout council workbase and online at website of The Lawrence Hidden Valley Committee, Inc.

ARTICLE VI: MEETINGS

Section 1. Regular Meetings.

The Board of Directors shall meet regularly at least six times per year, on the second Monday of January, March, May, July, September, and November. All meetings shall be open to all registered adult Girl Scout members of The Lawrence Hidden Valley Committee, unless the Board of Directors meets in executive session.

Section 2. Special Meetings.

A special meeting shall be called by the Chair, if requested by at least three voting members of the Board. A special meeting may also be called at the discretion of the Chair. All members of the Board of Directors must receive notice of special meetings at least three days in advance of the meeting, unless such notice is waived.

Section 3. Voting & Quorum.

(1) The presence in person of a simple majority of all members of the Board of Directors who are entitled to vote shall constitute a quorum for the transaction of business. Unless otherwise provided herein, transaction of all business of the Corporation shall be by a majority of the members of the Board of Directors present and voting, providing that a quorum is present. Such majority vote shall bind the Board of Directors, except in those instances where an extraordinary vote or quorum is required herein for the transaction of business

(2) The affirmative vote of two-thirds of the membership of the Board of Directors shall be necessary in order to buy or sell real estate.

(3) Voting must be in person and not by proxy.

ARTICLE VII: AMENDMENTS

Section 1. These By-laws may be amended or new By-laws may be adopted by the affirmative vote of two-thirds of the members of the Board of Directors present and voting, and the affirmative vote of the majority of those present and voting at the next meeting of The Lawrence Hidden Valley Committee, Inc.

Section 2. The proposed By-laws amendments shall be provided to members of the Board of Directors at least two weeks in advance of a regularly scheduled meeting or special meeting of the Board of Directors, unless such provision or special meeting is waived in writing by any Board members who did not receive such proposed amendments.

Section 3. The Board shall see that all registered adult members of The Lawrence Hidden Valley Committee, Inc. at least two weeks prior to being asked to approve the amendments to the By-laws, shall have received or been provided access to such proposed amendments and to notice of the meeting at which such proposed amendments shall be voted upon. Such proposed By-laws amendments and notice of the meeting at which they will be voted upon shall be posted at the local Girl Scout council workbase and online at the website of The Lawrence Hidden Valley Committee, Inc.

ARTICLE VIII: MISCELLANEOUS

Section 1. Use of Roberts Rules of Order. The most current revision of Roberts Rules of Order shall be used for the conduct of all meetings of the Board of Directors, except as otherwise provided herein, or in the Articles of Incorporation.

Section 2. When a person is sued either alone or with others, because he or she was a Board member or officer of the Board, in any proceeding arising out of his or her alleged misfeasance or nonfeasance in the performance of his or her duties or out of any alleged wrongful act against the Board or by the Board, he or she shall be indemnified for his reasonable expenses, including attorney's fees incurred in the defense of the proceeding, if both of the following conditions exist: (a) The person sued is successful in whole or in part, or the proceeding against him or her is settled with the approval of the Court, (b) The Court finds that his or her conduct fairly and equitably merits such indemnity. The person sued also may be indemnified as above if two-thirds of the membership of the Board vote to provide such indemnification.

Section 3. Checks, drafts, etc. All checks drafts, or other orders of payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Corporation, shall be signed or endorsed by such person or persons and in manner as , from time to time, shall be determined by the Board of Directors through resolution or motion duly passed and recorded in the minutes.

Section 4. Contracts, Deeds, etc., How executed. The Board of Directors, except as in these By-laws otherwise provided, may authorize any officer or officers to enter into any contract or execute any instrument in the name and on behalf of the Corporation and such authority may be general or confined to specific instances: and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose in any amount; provided, however, that any deeds or other instruments conveying lands or any interest therein shall be executed on behalf of the Corporation by the four officers of the Corporation.

Section 5. Fiscal Year. The Board of Directors shall have the power to fix and from time to time change the fiscal year of the Corporation. In the absence of action by the Board of Directors, however, the fiscal year of the Corporation shall end each year on the date which the Board of Directors treated as the close of its first fiscal year, until such time, if any, as "the fiscal year shall be changed by the Board of Directors.

Section 6. Audit. The Chair shall arrange for a financial review at least once every two years.

CERTIFICATE OF THE SECRETARY

I, the undersigned, do hereby certify:

That I am the duly elected and acting secretary of The Lawrence Hidden Valley Committee, Inc., a Kansas nonprofit corporation; and

That the foregoing By-laws, comprising six (6) pages, constitute the original Bylaws of the said Corporation, as duly adopted at the regular meeting of the Board of Directors thereof duly held on the 9th day of October 2006, and as duly adopted at the annual meeting of the Lawrence Hidden Valley Committee, Inc., duly held on the 6th day of November 2006.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name this 6th day of November, 2006.

 , Secretary

C. Scholarship Programs

The Lawrence Hidden Valley Committee has established a Scholarship Committee in order to offer financial assistance for Girl Scout troops, adults and individual girls. This money is to supplement, not replace the financial assistance that is already available from the Girl Scout Council. We offer assistance that applies only to the Lawrence area and Hidden Valley Camp in order to encourage camping and frequent use of our wonderful camp. All requests will be confidential and screened by the Hidden Valley Scholarship Committee. Please contact scholarship@lawrencehiddenvalley.org, with any questions.

Troop Assistance

Financial assistance for cookouts, campouts, or new troops who need “start up” materials such as an American flag, snacks, craft materials, etc.

Camperships/Studio 2B Destinations (formerly Wider Ops)

Provide supplemental financial assistance to girls who are receiving Kaw Valley camperships for established camp or Studio 2B Destination. Amount is based on financial need.

Child Care Assistance

Assist with child care expenses for troop leaders taking training and adult volunteers who are working at day camp.

All requests must be submitted 3 weeks prior to an event—no exceptions.

[Hidden Valley Scholarship Request \(pdf\)](#)

[Hidden Valley Scholarship Request \(MS Word\)](#)

High School Scholarships

Application forms will be available at the seven area high school guidance offices: Baldwin, Eudora, Lawrence Free State, Lawrence High, Perry/Lecompton, Bishop Seabury Academy and Veritas Christian School.

At least one scholarship of not less than \$300 will be awarded to a graduating Senior girl who has been actively involved and registered in Girl Scouts of the USA for a minimum of six years and has been registered as an active troop member at the Senior or Ambassador level or as an “older girl” Juliette in Douglas County. The cash award will be given directly to the college, vocational technology school, or job training school which the recipient will attend, or sent to the recipient when proof of paid registration is provided to the Scholarship Committee.

Interested girl scouts will need the [scholarship form](#) and at 2 to 4 copies of the [referral page](#) to give to the people they would like to use as references.

If you have any questions, please do not hesitate to contact the [scholarship committee](#).

Kaegi Scholarships

The Kaegi Fund (Kaegi) was established in 1975 from money left by Lucy M. Kaegi of Eudora, Kansas, for the benefit of the Girl Scouts of Douglas County. A nine-member committee of Girl Scout adults, two from Eudora, two from Baldwin, and five from Lawrence administer the fund.

By using only the interest, Kaegi has purchased over \$15,000 worth of equipment including training materials, a filmstrip projector, backpacks, archery equipment and the Eureka Timberline tents (now known to Douglas County Girl Scouts as Kaegi tents). We have given equipment to the youth building in Eudora and trees for a Eudora park (now named in honor of Lucy Kaegi). We have also supplied Lawrence, Baldwin and Eudora with day camp assistance including porta-potties, bus transportation, and shelter rental.

We have helped send lots of girls and adults to conferences and adventures all over the United States. Troops have received assistance for handbooks, cookouts, and special troop projects. Kaegi gave the first \$3,000. needed to build Eveylyn's Attic, the equipment cache at Hidden Valley. Kaegi also gave \$1,000 towards the community-wide party celebrating Hidden Valley's 50th Birthday.

Any Girl Scout girl or adult may apply for help towards her specific Girl Scout goal. We also welcome suggestions for ways we can help Girl Scouting of Douglas County. The money available each year fluctuates with the stock market and interest rates.

[Kaegi scholarship application for individual scout](#)

[Kaegi scholarship application for troop](#)

Friends of Hidden Valley Marianna Remple Memorial Scholarships

(IN REVISION, TO BE ADDED BY AUGUST)

D. 2009 Land Use Agreement with NE MO & SW KS Council

LAND USE AGREEMENT

WHEREAS, the Lawrence Hidden Valley Committee, Inc., a Kansas Corporation, hereinafter referred to as, Committee, owns a certain tract of land (approximately 40 acres) known as Hidden Valley Camp, hereinafter referred to as “land”, and located in the City of Lawrence, Kansas; and

WHEREAS, the Committee wishes to make such tract of land available for the use of Girl Scout activities; and

WHEREAS, the Girl Scouts of NE Kansas & NW Missouri, Inc. hereinafter referred to as, Council, wishes to make periodic use of said tract of land for the furtherance of Girl Scout activities; and

WHEREAS, both the Committee and the Council wish to clarify responsibilities that each will take in the use made of this land by Girl Scouts,

NOW IT IS THEREFORE AGREED as follows:

1. The Council recognizes that title to said tract of land is vested in the Committee and the Council claims no rights, nor will it claim any rights, to said tract of land.
2. The control of the tract of land referred to in this agreement shall remain in the Committee with the Committee being responsible for maintenance and upkeep of the tract of land.
3. The Committee will obtain adequate property liability insurance, minimum liability one million dollars on said land, and name Girl Scouts of NE Kansas & NW Missouri as additional insured, and will provide the Council with written confirmation of said insurance. In the event of an injury to any Girl Scout or other person lawfully on the property due to property negligence, damage or malfunction, the Committee will assume liability according to the terms of the Committee’s liability insurance policy.
4. The Council will provide adequate Girl Scout activity liability insurance for registered Girl Scouts using the property during Council approved events and activities, and name Lawrence Hidden Valley Committee, Inc as additional insured, minimum liability one million dollars, which will cover any injury resulting to individuals so using the property due to negligence of the Council or representatives of the Council or their agents who are or should be responsible for overseeing any such events or

activities, and will provide the Committee with written confirmation of such insurance coverage.

5. The use of said property for Girl Scout activities sponsored by the Council shall be at no cost to the Council unless otherwise established by the Committee through its adopted rules and procedures.
6. The Committee may, from time to time, adopt rules and procedures for use of the land, but shall give priority to the Girl Scout troops from Lawrence and Douglas County and Council sponsored activities.
7. The Committee may allow other persons or groups to use the land and facilities after proper application for reservation has been submitted and a fee paid as required by the Committee for use, if such use does not conflict with the priorities set forth above.
8. The Council will assure that all Girl Scout activities on said property are conducted in compliance with Safety Wise, Council policies, and the GSUSA Program and affirmative action guidelines.
9. All requests to use and reservations for the use of the property will be directed to the Board of Directors of the Lawrence Hidden Valley Committee, Inc. through the Committee Chair or the Chair's designee.
10. The Committee understands that it may not make use of the name "Girl Scouts of NE Kansas or NW Missouri", or the Girl Scout Council logo or patch without the written approval of the Council Chair or Chief Executive Director.

This agreement is executed this 12th day of May, 2009.

By Karen L. Warner
Lawrence Hidden Valley Committee, Inc.

By Carol A. Harner *ck*

Girl Scouts of NE Kansas & NW Missouri, Inc.

E. GSUSA Severe Weather Safety at Girl Scout Camp

If you notice unsafe weather conditions notify others and take action. *You could save a life!*

PREPARE AT CAMP BEFORE SEVERE WEATHER:

- Know the name of the county the camp is located in. Weather information is usually provided by county name.
- Trade cell phone numbers with other adults in the group.
- Review emergency procedures: review map of the campsite, discuss where & how to take shelter, discuss emergency signal, etc.
- Know where activities will be held and how far each location is from shelter options.
- Participate in a practice drill. The goal is to get all campers to safe shelter in less than two minutes.
- Back cars into parking areas at camp. Leave cars unlocked & keys on the front driver's side tire.

BE ALERT TO CHANGES IN WEATHER CONDITIONS:

Watch the sky for signs of approaching storms. **Look** for darkening skies, flashes of lightning or increasing wind. **Listen** for thunder. If you can hear thunder, you are close enough to the storm to be struck by lightning.

TAKE ACTION IF WEATHER CONDITIONS WARRANT:

- Be prepared to postpone or abandon planned activities at any time.
- If you are told to take shelter, do so as quickly as possible and be cooperative. Follow directions.
- If you sense the weather is turning dangerous – don't wait to be told to take shelter - be cautious - take shelter and communicate your concerns to others. Severe weather is usually much closer than you think.
- If you are with a large group seek shelter right away as it takes time to communicate and move large groups of people to shelter. Before going to shelter take head count!
- Use resources: a cell phone with access to weather radar or off-site parents monitoring the TV at home.
- **Lightning & Thunderstorm Safety - "If you can see it, flee it; if you can hear it, clear it."**
- When you see the **FLASH of lightning** count the seconds to the **BANG of thunder - every 5 seconds equals 1 mile.**
- *If you count to 30 or less* between flash & bang, you are in danger & should suspend all outdoor activities & go to safe shelter. *Wait 30 minutes* from the last flash of lightning or sound of thunder before resuming outdoor activities.

OUTDOOR SAFETY PRECAUTIONS:

- **Postpone outdoor activities when you hear thunder or see lightning.**
- Lightning often precedes rain, so **don't wait for the rain to begin** before suspending activities.
- **Get out of the water.** If you are boating or swimming, get to the closest shoreline quickly, get out of boats and find shelter immediately. Swimming and wading are NOT safe. Don't stand in puddles, even if wearing rubber boots.

- **Toss any metal objects** (tools, walking sticks, backpacks with metal, etc.) You can be burned by them.
- **BEST CHOICE: Move to a sturdy fully enclosed building** (with walls, plumbing & electricity) if available to you.
- **SECOND CHOICE: Get inside a hardtop vehicle** and keep the windows rolled up. Avoid touching any metal.
- **UNSAFE PLACES:** underneath canopies, picnic shelters, small sheds, near tall trees or tall poles.

IF NO SHELTER IS NEARBY:

- **AVOID open fields, high ground, trees (especially isolated trees), water, unprotected picnic shelters, flag poles, light poles,** metal or wood bleachers, metal fences, metal picnic benches, etc.
- **Stay away from tall trees.** If you are in a hilly, wooded area take shelter in a grove of SMALL trees.
- Crouch down. Put feet together and squat on the balls of your feet. Place hands over your ears and head between your knees. Do not lie prone on the ground.
- Spread people at least 15 feet apart if the threat of lightning strikes is great.

INDOOR SAFETY PRECAUTIONS DURING LIGHTNING OR THUNDERSTORMS:

- Avoid water. Stay away from doors and windows. Cell phones and cordless phones are safe to use.
- **LIGHTNING INJURIES:** Persons injured by lightning do not carry an electrical charge and can be handled safely. Administer first aid immediately. Cardiac arrest is most common for those who die. **Call 911** immediately.
- **Severe Thunderstorms - Take shelter BEFORE the Storm**
- Severe thunderstorms can produce hail at least ¾ inch in diameter, winds 58 mph or higher, and/or tornadoes.

SEVERE THUNDERSTORM WATCH:

- Severe thunderstorms, with hail & high winds, are *possible* in your area - be alert.
- Alert all adult leaders to the “watch” situation so they can help watch for signs of changing weather conditions and will be ready to respond if and when immediate action is needed.
- Keep an “eye to the sky” and watch for any changes in clouds, temperature, and wind. Listen for thunder.
- **Take action if weather threatens even if you have not received notification of an official “alert”!**
- Review the shelter plan in the event of a severe thunderstorm warning.

SEVERE THUNDERSTORM WARNING:

- A severe thunderstorm has been reported or indicated by radar with possible hail, high winds, lightning and heavy rain. Take shelter immediately because severe storms usually move very quickly.
- **When you hear thunder, go to a sturdy building or car immediately.**
- Do not take shelter in small sheds, under picnic shelters or under tall trees.
- Refer to lightning safety guidelines for areas to avoid.
- Make sure all camp participants are accounted for and are taking shelter.
- **Wait at least 30 minutes** after hearing thunder or seeing lightning to resume any outdoor activities.

Tornado Safety – Be ready to take action quickly!

The greatest danger from tornadoes is flying debris which can cause injury or death. Tornadoes can form at the leading edge of a severe storm so you must be cautious & alert. Advances in weather science have greatly increased the ability to forecast the possibility of a tornado. However, a tornado can still occur without a watch or warning in effect. A tornado may occur near sunshine, or it may be in heavy rain. A tornado sometimes sounds like a freight train or a jet engine, but *there is no guarantee that you will hear such a noise before it's too late.*

TORNADO WATCH: Conditions are favorable for tornadoes to develop in and close to the watch area.

- Alert all adult leaders to the “watch” situation so everyone can help watch for signs of changing weather conditions.
- Be ready to respond if and when immediate action is needed.
- Review the shelter plan in the event of a tornado warning.
- Keep an “eye to the sky” and watch for any changes in clouds, temperature, and wind. Listen for thunder.
- **Be aware of where each group is at the camp site. Close areas or activities that are too far from safe shelter.**
- Listen for tornado sirens but do not rely on them! You may not be able to hear them.
- **Take action if weather changes even if you have not received notification of an official “alert”!**

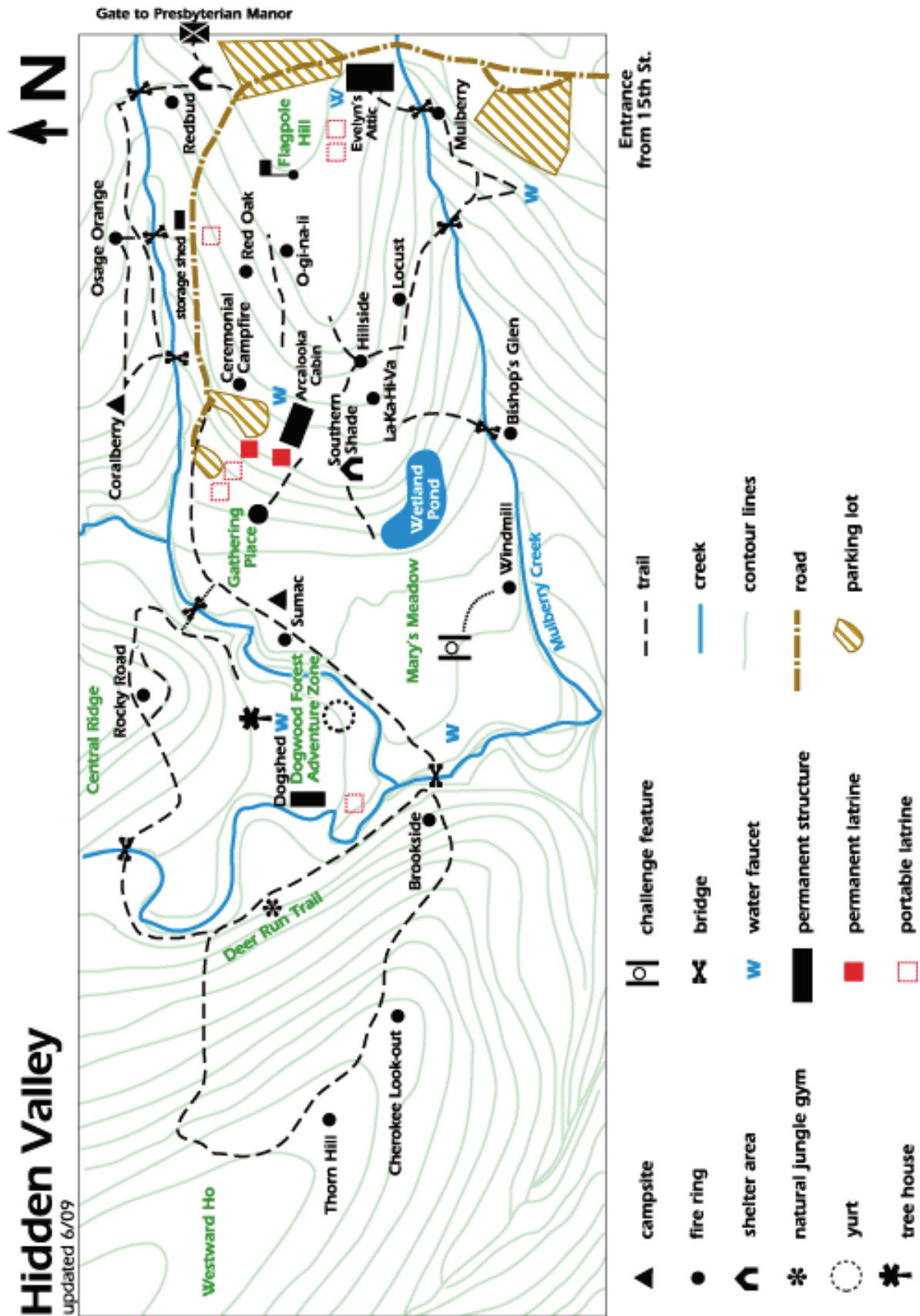
TORNADO WARNING: A tornado is occurring or imminent in the warning area.

- **Communicate the tornado warning to others as quickly as possible. Sound emergency alarm.**
- **TAKE THE SAFEST SHELTER AVAILABLE IMMEDIATELY!! STOP all activities.** Abandon supplies.
- Move quickly...as though you can see a tornado!
- Even if conditions do not seem “too bad” where you are the situation could turn for the worst very quickly.
- **BEST CHOICE:** When possible move to the **basement level of a sturdy building.**
- **SECOND CHOICE:** **Interior room on the lowest level of a sturdy building away from window and glass.**
- Cover your head and eyes with your arms, a jacket or blanket to protect against flying debris.
- Avoid windows and glass.
- **During the ENTIRE tornado warning ALL camp participants, including all adult leaders, must take shelter and stay in the sheltered area until the tornado warning expires. Make sure all camp participants are accounted for.**

If you are caught OUTSIDE during a TORNADO WARNING:

- **Go to a low-lying area such as a ditch** or crouch beside a strong structure for protection.
- **Lie flat and cover your head.** Use what is available – your arms, a jacket, towels, sleeping bags or a camp mattress.
- The spaces under permanent cabins may be your best night-time option.
- Sometimes it is impossible to get away from trees. Adults should use their best judgment to pick the safest place for their group with the resources they have available to them

F. Map of Hidden Valley



G. Friends of Hidden Valley, Inc. Hiking Procedures

Hidden Valley Camp is uniquely different from surrounding parks and campgrounds. A primary objective of the Lawrence Hidden Valley Committee (LHVC), which owns and manages the property, is to provide local Girl Scouts a safe, private gathering place in a natural environment. A secondary objective is to manage the land as an urban wildlife area.

As a Friend of Hidden Valley, you can help us protect the camp and keep it a safe, outdoor learning center for Scouts and a refuge for wildlife. Regular hiking by Friends members will help us monitor site conditions and will discourage vandals. Please note that minors must be accompanied by adults. Whenever you hike or use Hidden Valley Camp in any way, you also agree to assume the risks inherent in your use and to follow these simple procedures.

- 1. Registration provides a valuable record of site use; all site visits must be registered in one of two ways:** For spontaneous hiking, registration cards are located in the black mailbox attached to the exterior west wall of Evelyn's Attic (the garage at the main parking lot). Drop your card in the letter slot next to the box. Presbyterian Manor residents can fill out cards from the mailbox attached to the fence railing at their entrance to the camp. OR, enroll in the e-mail based Hiking Patrol. Each month a sign-up schedule will be sent to patrol members to voluntarily sign up to hike as much of the camp as possible during weeks of their choosing. Our goal is to have at least two hikers per week. You may register as a Patrol Hiker on the Volunteer Card sent with new memberships, or contact the Hiking Coordinator listed on this flyer, or visit our website www.friendshv.org for more information.
- 2. Your observations and comments are important.** If using the registration cards, report minor problems on the card. Patrol Hikers are expected to send a brief report back to patrol members via email. For problems that might need immediate attention (downed trees obstructing trails or campsites, vandalism, excessive litter, etc.) report directly to the Site Manager, Durand Reiber (841-3567). **If you see any suspicious or unusual activity**, please do not investigate it yourself. Find the nearest phone (possibly at Presbyterian Manor) and call police. Please follow up with a call to the Site Manager or LHVC Site Committee Chair (listed on back).
- 3. Troops camping at Hidden Valley deserve safety and privacy.** High-use times are spring and fall after school, and weekends. Use common sense about scheduling your visit, or check the Reservations link of the LHVC website to be sure there are no conflicts. If you encounter a troop, introduce yourself and let them know you are a member of the Friends of Hidden Valley Hiking Patrol. If you would like to add a picnic, you may do so, but please remember that Girl Scouts always have priority for all facilities.
- 4. Car access to the camp is via the main red gate off Bob Billings Parkway.** This gate is kept closed with a chain, but not locked. You may leave it open, as long as your car is parked along the circle drive just inside the gate. Please do not park in the grass or block the main drive. The rest of the camp is closed to unauthorized cars. Remember to chain the gate when leaving.
- 5. Think Safety! Dress appropriately, with good footwear!** Please note that Hidden Valley is not a groomed park, but a semi-primitive natural area, complete with poison ivy, big thorns, downed trees, stumps, uneven terrain and wild animals. As a user of the camp, you agree to hold harmless The Lawrence Hidden Valley Committee, Inc. and the Friends of Hidden Valley, Inc. for any injuries or damages to the user or the user's charges or to the Hidden Valley Camp. Hikers are advised to use the "Buddy System" rather than walking alone, or at least be sure someone knows where you are and when you should return. A cell phone is advisable.
- 6. Hidden Valley visitors are expected to respect the land in its natural state, and to practice minimum impact activities.** Here are some guidelines:
 - Walk single file on trails to reduce disturbance to the surrounding land.
 - Wear light-weight hiking boots or sport shoes that give good foot support and protection.
 - Wheeled vehicles (bicycles, strollers, ATV's) are not permitted on trails or meadows. Wheelbarrows and wagons are the exception.

- Dogs can disturb wildlife and other visitors and are not encouraged. IF you take your dog, they **MUST** be on leashes the entire time and you **MUST** pick up their waste and take it with you.
- Off-trail hiking is not forbidden, but do so carefully...blazing of new trails is not allowed. Please do not collect plants, animals, etc. and watch out for poison ivy.
- Observe wildlife only--do not disturb it. We'd love to hear about any unusual sightings.
- Pictures and camp-inspired poetry or stories submitted to the Friends newsletter are very welcome!

Want to do more?

Take along a bag for litter collection (please take it home with you; there is no trash pickup at the camp), OR contact the Friends Volunteer and Events Coordinator (listed below) to help with trail maintenance, tree cutting, special projects and work days.

Thank you for helping to protect and preserve Hidden Valley for our young people, our wildlife, and our community!

Lawrence Hidden Valley Committee, Inc.

2010 Board of Directors Officers:

Jeff Bandle, Chair	842-0360
Lauren Yoshinobu-Buskirk, V. Chair	865-5616
Erin Bird, Secretary	748-0754
Judy Inverarity, Treasurer	843-9463

Committee Chairs:

Mary Beth Petr, Site Committee Chair	842-5342
Kyra Flummerfelt,	
Reservations & Equipment	841-5960
Lucy McAllister, Archives Chair	843-5962
Lixel Barnhill	841-8838
Lynne Bodle	843-8263
Deborah Burns	843-9189
Valerie Pierce	
Karen Warner	842-3050

Ex-officio:

Camp Manager: Durand Reiber 841-3567

Webmaster: Audrey Taylor

www.LawrenceHiddenValley.org

Friends of Hidden Valley, Inc. 2010 Board of Directors

Officers:

Cindy Riling, Chair	843-3285
Jill Baringer, Treasurer	842-3025
Leesa Terry, Secretary	749-3702

Committee Chairs:

Sandy Beverly, Hiking Coordinator	830-8234
Jill Giele, Public Relations/Newsletter	749-4805
Durand Reiber, Volunteer and Events	841-3567
Flora Wyatt,	
Membership/Fund Development	843-8028
Marcia West, Memorials, Awards, and Scholarships	542-1702
Margaret Townsend, Habitat packets	843-6120
Mary Burchill	843-9199
Sarah Corliss	842-6777
Margaret Verhage	393-2822

Ex-officio:

Presbyterian Manor Liason: Betty Jo Miller

Database: Robin Robertson

Webmaster: Cris Bandle; www.friendshv.org



III. Zip Line and Challenge Course

A. Policy and Procedures for LHVC Zip Lines

1. Purpose of zip line

To increase physical confidence, self reflection, cooperation, and to help girls push beyond their perceived physical limits.

2. Fees

The fee base per troop will be determined by the Hidden Valley Comm. Board. All participants at group events will be assessed individual fees. Trained facilitators will have fees waved when they zip their own troop.

3. Facilitators Requirements

Required qualifications for zip line facilitators: 18 years or older; completed Challenge Options training or equivalent (15 hours); work well with girls and adults. Preferred qualifications include first aid and CPR training.

There must be at least two facilitators working the zip line, one of whom has first aid training. All lead facilitators must have passed the Challenge Options (or equivalent) written test as well as physically demonstrated the technical skills needed and displayed an attitude of care and responsibility. All facilitators will act within the bounds of their training and competence.

Continuing Education: All facilitators are required to attend annual refresher course training with Challenge Options (or equivalent) and a minimum of two hours facilitating the zip line every six months. Facilitators will record and submit their time spent facilitating zip lines and participate in zip line meetings.

4. Zip Line Committee Chair

The zip line committee chair will be a qualified zip line facilitator and will oversee and monitor training of the facilitators and keep updated personnel files. The chair will also oversee and monitor the course and equipment inspections and maintenance. The chair, along with the facilitators, will develop zip line policies and procedures and review and respond to incident reports.

5. Facilitators will:

- a. Provide supervision for participants while on the zip lines.
- b. Have participants remove objects from their bodies and clothing that could lead to injury.
- c. Continuously assess the group and each participant's physical abilities, readiness, affect and behavior.
- d. Adapt programming based on individual, group and self-assessments.
- e. Facilitate an environment that does not enlarge the reasonable risk or potential for harm related to the emotional, physical, social and cultural domains for safety (may involve group agreement).
- f. Clearly teach all necessary safety information to participants prior to using the zip lines.
- g. Perform or provide for appropriate technical rescues on zip lines in a timely manner.
- h. Fill out course logs (rope, facilitator) as needed.
- i. Set up and take down zip line equipment, clean as needed.
- j. Return forms and equipment to the zip line committee chair.

6. Zip Line Guidelines

- a. At least two facilitators will work the zip lines when participants are zipping.
- b. Facilitators recommend participants be Brownie age-level and older.
- c. All participants (or their parent/guardian if under 18)must sign a liability release form.
- d. Participants must wear clothes appropriate for the zip line
- e. Participants are encouraged to bring water bottles and food, if needed.

7. Technical Practices

Facilitators will follow the practices learned in training. They will follow SAY – be aware of your surroundings, be aware of your actions, and be aware of yourself. Facilitators will check each other's belay knots. They will check course for any obstacles. Facilitators will use the “Six P’s” when belaying and the “Six C’s” on the platforms.

The Six P’s:

1. Pinch carabiner that is attached to participant harness.
2. Pat harness straps to be sure they are appropriate tightness.
3. Pull on belay knot and check for security of knot.
4. Check Person—for readiness and affect, ask about participant's chosen challenge.
5. Check Position of helmet.
6. Point at rope and follow it through its attachment at top of pole to be sure it is not twisted.

The Six C’s:

1. Clip participant to platform tether; remove from belay rope.
2. Check zip trolley to be sure it is running smoothly.
3. Clip participant to zip trolley.
4. Call to landing crew (“Landing crew ready?”).
5. Clear participant- make sure they are properly attached to zip tether and clear for zipping.
6. Center- help participant sit on platform and give instructions for leaving platform.

8. Inspection and Maintenance Guidelines

Zip-lines will be inspected visually by the facilitators prior to each use. “Wrench on” inspections will be done quarterly by chair and/or facilitators. A professional inspection by Challenge Options (or equivalent) will be performed annually.

The equipment will be stored between uses at Mary Beth Petr’s house, 1617 Hillcrest. The ladders will be locked together and stored in the locked Dogshed at Hidden Valley. The equipment will be properly stored, cared for, and maintained. The equipment will be visually inspected by the facilitators prior to each use and will have thorough, annual inspections by Challenge Options. Equipment will be used in accordance with manufacturer’s recommendations and will be retired at the end of its operational life. A chart noting the necessary equipment information (date of purchase, projected retirement date, inspection dates) will be kept by the committee chair.

The maintenance of the zip line site, such as ground clearing and mowing, will be done by the LHVC site committee.

9. Severe Weather Conditions and Emergency Response Plans

Lightning – All participants and facilitators must get off the zip lines when lightning is seen or thunder is heard and must remain off for 30 minutes after the last sighting or rumble. Facilitators should consider high winds, heavy rains, or extreme temperatures when determining safety of the zip lines.

There is a first aid kit in the cabin and the nearest land-line phone is located at Presbyterian Manor. Facilitators will follow Girl Scout *Safety Wise* procedures.

10. Accident/Incident Forms

An “accident” is any type of physical injury that is brought to the facilitator’s attention; such as cuts, extreme bruising, rope burns, or sprained ankles. An “incident” is a safety violation; such as a poorly applied harness, mis-clip of a carabiner, or strong negative behavior between participants. Facilitators will complete the accident/incident form when such occurs and the committee will periodically review the information and use it to adjust policies and procedures or warn facilitators and participants about potential hazards, etc.

B. Registration Request

Lawrence Hidden Valley Zip Line Reservation Request

Use this form to request a Zip Line session at Hidden Valley Camp. Please refer to the camp website www.lawrencehiddenvalley.org for procedures and permission forms. Each participant must have a signed permission form in order to zip. Permission slips will be collected at the beginning of your session. Troops must provide a First Aid and CPR trained adult to accompany girls in outdoor programs per *Safety-Wise* requirements.

Please submit this form by e-mail if possible to reservations@lawrencehiddenvalley.org.

You may also mail the request to the current Zip Line Facilitator at 2114 Elmwood, Lawrence, KS 66046. Please allow 2 weeks for confirmation.

Please do not send fees with this request. You will receive an invoice with your confirmation. Fees due 1 week prior to session.

Service Unit # **716 only** **Troop #** _____ **Date submitted** _____

Troop Leader's Name _____		
Address _____		
Telephone _____	_____	_____
Day	Evening	Cell
E-mail _____		
Certified First Aider _____	Certified Adult CPR _____	
Date certification expires _____	Date certification expires _____	

****Complete this section only if you are a Zip Line Facilitator booking this event.****	
Name _____	Telephone _____
E-mail _____	
Using Free Pass? <input type="checkbox"/> Yes (How many? _____) <input type="checkbox"/> No	
Will non-Girl Scouts participate in this event? <input type="checkbox"/> Yes (How many? _____ youth _____ adults) <input type="checkbox"/> No	
<i>(Note: Supplemental insurance may be necessary to cover all non-Girl Scout youth and adults. Non member fees apply.)</i>	

Total number of Participants Zipping _____

Number of Girl Scouts: _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador _____ Registered Adults

(Adults and non-Girl Scout children are welcome to observe scheduled programs. Only registered Girl Scouts of the appropriate age level or registered adults can participate in scheduled zip line session.)

1st choice date & time _____

2nd choice date & time _____

3rd choice date & time _____

(1.5 hours is required for 10-15 girls to complete a Zip Line session.)

C. Participant Agreement and Medical Release Form

Lawrence Hidden Valley Committee, Inc.

Zip Line Program

PARTICIPANT AGREEMENT AND MEDICAL RELEASE FORM

Participant & Parent/Guardian Name: _____ / _____
(please print)

Initial below to indicate that you have read, understood, and agree to the section following your initials.

Parents/Guardians/Legal Representatives should initial on behalf of participating Minors after discussing each section with them, indicating that both the Minor and the Parent/Guardian/Legal Representative agree to each section.

_____ **I state that I am not under the influence of any chemical substance including alcohol and that I will not be** under the influence of any substance when participating in the LHVC, Inc. Zip Line Program. I realize participating in the zip line activities while under the influence of a substance would endanger others and myself.

_____ **I give my consent to LHVC, Inc. Zip Line volunteers and to emergency medical personnel to treat me if they** deem it to be medically necessary. I authorize the LHVC, Inc. Zip Line volunteers to secure such medical advice and services as they feel necessary for my health or well-being. I give permission for emergency anesthesia and /or surgery that might be necessary due to an illness or injury occurring during my participation.

_____ **I agree to accept financial responsibility for any medical expenses and/or loss of income not covered by** my Insurance Policy that occurs as a result of my participation in the LHVC, Inc. Zip Line Program.

RELEASE OF LIABILITY

_____ **I understand that Zip Line activities are, by their nature, physically and emotionally demanding, and that** participating in the LHVC, Inc. Zip Line Program may involve risks such as bending, twisting, lifting, running, jumping, climbing, swinging, increased heart or breath rates, heights of 40 feet or more, and physical contact with others.

_____ **I understand that although LHVC, Inc. Zip Line volunteers will make every reasonable effort to minimize** exposure to known risks, not all dangers and hazards can be foreseen (i.e. cuts, bruises, scrapes, fractures, falls, fatalities, etc.). I am aware that certain risks and dangers exist in the activities that are beyond the control of LHVC, Inc. and their volunteers.

_____ **I understand that I have the right and the responsibility to limit my participation in any activity that I believe** will compromise my safety, and agree to notify a LHVC, Inc. Zip Line volunteer if I have safety concerns. If I choose to physically participate in any of the activities, I voluntarily assume all risks associated with such participation.

_____ **I understand that LHVC, Inc. Zip Line volunteers have the right to deny my participation and that it is my** responsibility as a Participant to follow the safety guidelines and procedures established by the Facilitator(s). If, at any time, I do not understand or have not heard specific instructions given by the Facilitator(s), I realize that it is my responsibility to ask for clarification and/or assistance.

_____ **I understand and assume all dangers and risks (both known and unknown) associated with my participation** in the LHVC, Inc. Zip Line Program and waive, release and discharge LHVC, Inc. and their agents, officers and volunteers from all claims or causes of action arising from my participation. I do hereby release LHVC, Inc. and their agents, officers and volunteers from any and all liability, even if arising from the negligence of the releasees, and agree to indemnify and hold LHVC, Inc. harmless for any accidents, injury, loss or damage of property, and from any legal fees that I may ever have as a direct or indirect result of participating in the Zip Line program. This release, indemnification, and waiver shall be construed broadly to the maximum extent under applicable law.

_____ **My signature on this document is also intended to bind my representatives, administrators, successors,** heirs, next of kin and assigns on my behalf.

By signing below I am agreeing that I have carefully read and agree to all of the sections initialed above. I am also verifying that the information listed on the Health History Form is complete and accurate to the best of my knowledge.

(Please complete the Health History Form on the back if you haven't already done so for current Hidden Valley Day Camp session.)

PARTICIPANT SIGNATURE (Minors must sign)

DATE

PARENT/GUARDIAN/LEGAL REPRESENTATIVE SIGNATURE
(Required if Participant is 17 Years of Age or Younger)

RELATIONSHIP

DATE



V. References

- A. *Safety Wise*, published by GSUSA
- B. LHVC, Inc. Board of Directors Manual
- C. Site Users Manual with instructions for using stove, heaters, etc. (located in Arcalooka Cabin).
- D. Websites

Visit our website. For more information:

www.lawrencehiddenvalley.org

Visit The Friends of Hidden Valley, Inc. website to become a member , download an application form, make a contribution or get more information:

www.friendshv.org

Reservation Procedures:

reservations@lawrencehiddenvalley.org

Tents and Training

tents@lawrencehiddenvalley.org

Service Projects

serviceprojects@lawrencehiddenvalley.org

**Make an appointment to check out equipment by contacting
Kyra Flummerfelt,**

Kyra@chaney-inc.com

Reservations & Equipment Chair: Kyra Flummerfelt, 841-5960

Tents Reservation: Leesa Terry, 749-3702

For emergencies, call the Camp Manager: Durand Reiber, 785-865-4657 or
785-841-3567