

## GSH PROPERTY RENTAL REQUIREMENTS

**Thank you for camping with Girl Scouts of Hawai'i (GSH)!**

**When you camp with us, you are agreeing to abide by these property rental requirements.**

**If you have any questions, please contact us at [camp@gshawaii.org](mailto:camp@gshawaii.org).**

### Verification of Booking

When booking online, please give GSH 2 business days to verify your booking (correct price structure selected, type of event compatible, etc.). During this time, the dates for your event are held on the camp calendar. If for any reason we are not able to accommodate your booking, we will reach out to you, and any fees paid will be refunded completely.

### Certificate of Insurance

Non-girl scout renters must attain and submit a certificate of liability insurance (COI) 60 days prior to the start date of the rental period. The COI must be for general liability in the amount of \$1 million each occurrence, \$2 million general aggregate. The COI must name the following as additional insured: Girl Scouts of Hawai'i, 1164 Bishop Street #200, Honolulu, HI, 96813. The COI also must list facility being rented, the camp address, and the dates of the rental. If alcohol is to be served, the COI requirements increase.

If you need a referral to an agency that can provide a quote for a COI, please inquire.

### Alcoholic Beverages

Alcoholic beverages are absolutely prohibited on camp property, unless prior consent has been given.

In the event that the renter is serving alcoholic beverages for on-site consumption, they must provide liquor liability insurance. If the renter does not already have this coverage it can be purchased along with a special events liability insurance. Minimum limits must be \$1 million each common cause, \$1 million aggregate.

### Archery Range Use

Use of archery range can only occur if a certified archery instructor is present.  
Certification document must be provided prior to the start of the rental period.

### Pool Use (Camp Paumalu)

Pool can only be used if there is a certified lifeguard present. Client must provide own certified lifeguard.  
Certification document must be provided prior to the start of the rental period.

### General Rules and Regulations

All vehicles must be parked in the parking lot facing out with keys accessible to the renter group.

Driving on camp service roads is not permitted.

Conservation of lights and water is expected. Please be especially careful of partially closed spigots, running hoses and toilets. Please check to see that all lights are turned off before departing.

Beds and other furniture are not to be moved without permission, and if permitted, must be replaced before leaving.

Telephone is emergency phone service only. Cellular phones are recommended for user groups.

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Please note that cellular service is limited at camp, depending upon your cellular provider.

### Quiet Hours

Be considerate of your neighbors in adjoining properties, campsites and fellow campers by observing “taps” hour and quiet time (10 pm to 7 am).

### Prohibited activities

Gambling and possession and/or use of narcotics are absolutely prohibited on camp property.

Due to fire danger, the use of mosquito coils, citronella candles and gas/propane lanterns in shelters, cabins, tents and enclosed spaces are prohibited. Smoking is also prohibited.

No fires can be built except in designated areas. No fires should be left unattended. User groups must bring their own firewood.

Firearms, explosives and unauthorized animals are prohibited on camp property.

### Specialized recreational activities

The renter must supervise any “specialized recreational activities” - activities whose safe conduct requires supervision - by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations (i.e. rope courses, gymnastics, bicycling, and model rocketry, etc.).

### Personal property

GSH is not responsible for any personal property brought to camp.

### Waiver of Liability

Every attending camper / family must sign a release of liability waiver (to be provided).

If an attendee is under 18 years old, the hold harmless & release of liability waiver must be signed by a legal guardian.

### Emergency and Safety Information

In the case of an emergency, please contact the camp ranger.

The renter is responsible for providing first aid, emergency care, and emergency transportation if needed for their group. The camp and GSH will not be liable for a claim of damage or injuries to persons or property, either directly or indirectly, arising out of the use of the camp facilities.

The renter should provide their campers an orientation to the camp’s safety procedures and regulations to include swimming (if applicable), search and rescue, medical emergencies, hurricane, tsunami, etc.

The renter should submit accident report forms to the camp staff in the event of an accident.

Hazards can be found anywhere. Each user group needs to be cautious when hiking away from camp. Any known hazards within camp will be marked with yellow construction tape. These areas are dangerous and should be avoided.

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The first aid person in your group should have the following information on site at all times: a) names, addresses, home phone number, and emergency contact person's name and phone number for every participant; b) health information: physical limitations, allergies (food and medicine), etc. on all children and adults; c) other health information that might be of importance in case of an emergency.

### Release and Indemnification

All renters accept the Premises in its "AS IS" and "WITH ALL FAULTS" condition and agree that GSH shall not be required to make any improvements of any kind to the premises.

GSH has not made any representations or warranties, express or implied, with respect to the premises.

Upon the expiration or earlier termination of the rental agreement, renters shall surrender the Premises to GSH in the same condition as received.

The renter has been advised of and understands the risks involved with the usage of the Girl Scouts of Hawaii camp sites and hereby assumes full responsibility for all risks and harm arising out of, relating to or connected with the applicant organization and its officers, directors, employees, contractors, agents, volunteers, invitees, members and participants' usage of the camp sites, including, but not limited to, risk of bodily injury, death or property damage.

### Group Size

The maximum group size for campsite rentals is based on campsite capacity and safety regulations. All renter groups must disclose the total number of attendees, including all participants and staff, at the time of booking. Additional attendees beyond the disclosed number are not permitted unless prior written approval is obtained from campsite management. Any changes to the group size must be reported to the campsite management no later than 14 days prior to arrival.

Groups exceeding the maximum capacity of the campsite may be denied access to the site or asked to reduce their numbers immediately. Failure to comply may result in termination of the rental agreement without refund.

### First Payment

50% of the total camp usage fee is due upon reservation to reserve your dates.

### Final Payment

The remaining 50% of the total camp usage fee will be automatically deducted 30 days prior to your first camp reservation day.

### Cancellation Policy

#### More than 90 days

If a cancellation is made more than 90 days before the reservation date, a service fee of \$50 will be charged, and the balance of the deposit paid will be refunded.

#### 30 to 90 days

If a cancellation is made 30-90 days before the reservation date, 50% of the deposit paid will be forfeited, and the balance will be refunded.

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### 15-29 days

If a cancellation is made 15-29 days before the reservation date, 100% of the deposit paid will be forfeited.

### 14 days or less

If a cancellation is made 14 days or less before the reservation date, 100% of the facility fees paid will be forfeited.

### Non-Payment of Balance Due

The balance of the total camp usage fee is due 30 days prior to the start date of the rental period. This balance will be automatically collected. If the balance due is not received for some reason, the reservation will be canceled and 50% of the deposit paid will be forfeited.

### Cleaning

We do not embed a cleaning fee into the rental price for the camp. If you would like to include a cleaning in your rental, this option is available to select at check-out.

Campers are expected to return the property in the condition in which it was received. A property inspection is conducted at the end of the rental period. If damage is found, the cost of cleaning, repairs, and/or property repair will be itemized and charged to the client.

The property, including trees and shrubs, shall not be damaged, defaced, or removed. Report all damages or inoperative equipment to the Ranger or to the local Girl Scout Service Center.

Client must be present to meet with camp ranger at specified check-in and check-out times to complete a facility checklist.

Even if a cleaning is selected, campers still need to remove all their personal items from the campground upon departure.

### Termination of Contract

The Girl Scouts of Hawaii reserves the right to terminate occupancy of the camp by any groups should it be determined that the property rental requirements are being violated.

Should group occupancy be terminated at the request of the Girl Scouts of Hawaii for noncompliance of the requirements, all camp fees will be non-refundable, and damages to camp property, if any, will be additionally charged to the Recipient.