

HOW TO APPLY FOR USE OF A COUNCIL CAMPSITE

After referring to *Safety Activity Checkpoints* on www.nccoastalpines.org and reviewing the program and safety standards, please select a council site that will best suit the needs of your group.

ONLINE RESERVATION SYSTEM

Visit our website at www.nccoastalpines.org/camps/rent-our-facilities to access the online reservation system. There is a live calendar to check availability of campsites. Troops can reserve individual cabins or tents, as well as, entire units. However, if male chaperones will be attending with the troop, then the entire unit must be reserved. **Troops or small groups are not guaranteed exclusive use of a campsite.** The council requests that tagalongs (not a registered Girl Scout) do not attend troop or group camping programs.

- Complete the online reservation form. Please complete all required fields.
- Reservations will be accepted on a rolling opening date 9 months in advance of the desired reservation date. Reservations are accepted on a first come, first serve basis and are open to troops and service units 9 months in advance. For example a desired camping date of May 15th can be booked on Aug. 15th of the prior year.
- **Reserving a Specific Unit/Building:** Fees are due in total at the time of reservation. **Reserving an entire camp:** A NONREFUNDABLE 50% deposit is due upon confirming the reservation, and the remaining balance is due 30 days prior to your camping date.

MAILED RESERVATIONS

- Fill in the application form. Incomplete information will delay processing and result in the group not being placed on the site requested, given the dates preferred, or having access to onsite program equipment or facilities. All applications are processed on a first-come, first-served basis. Mailed reservations will be processed on a first-come, first-serve basis. **However, Girl Scouts – North Carolina Coastal Pines recommends using the online system to have priority access to our available campsites.** Every effort will be made to place groups based on their choices listed on the application form.
- All requests must be received at least **two weeks prior** to the requested camping date. If a group cannot be placed, it will be put on a waiting list, and the leader notified. Only one application per troop, per site, will be considered until all other troops have been assigned. Placement will depend on availability of sites.
- Confirmation for all campsite reservations will be made in a timely manner. Once your placement is verified, you will receive an email with the reserved unit(s) and dates, as well as, a confirmation packet.

ARRIVAL AND DEPARTURE TIMES

All lodging has a **check-in time of 2:00 p.m.** or later. If you want to arrive earlier than 2:00 p.m. you must reserve the requested lodging for the night before.

Departure time is 12 noon or earlier on the check-out day. If you want to leave later than noon, then you must reserve the requested lodging for an additional night.

For day use only buildings (i.e. Program Buildings, Commercial Kitchens, Leadership Center) groups can reserve for half day or full day options starting at 8:00 am until 5:00 p.m. in 4 hour increments. If a day use building has been reserved for the entire day, then groups must vacate the day use buildings by 5:00 p.m. on the last day of the reservation.

Service Unit/Entire Camp Rental

Service units can reserve the entire camp property up to 9 months in advance of their desired reservation date. The camp's commercial kitchen, the Leadership Center, alpine tower, and pool must be reserved separately in addition to requesting the entire property. Service units that reserve the entire property will receive access to other program areas (waterfront and archery) for no extra fees.

Other Notes:

- Only Troops and Service Units can reserve campsites online
- Troops and Service Units can reserve on a 9 month rolling opening date.
- Campsites will be available for 7 days a week rental except for holidays and days that GS-NCCP is closed. Some units are not available during the winter; please review the Campsite Manual for specific availability.
- Paper Registrations – Postmarked no earlier than 7 days before processing date; No fax or walk-in reservations.
- Basic Cookware and Cooking Utensils will be provided in all full kitchens on properties. Personal dishes and utensils will need to be brought by troops. Items will need to be replenished every year.
- Chuck boxes (cookout boxes) will not be provided. Troops must bring all their equipment to cook with when reserving a site that does not have a full kitchen.
- Commercial Kitchens will need to be reserved separately. All resident camp kitchens will be considered commercial kitchens. User groups must provide proof of ServSafe training or documented experience to reserve the kitchen.
- Dutch ovens are available for checkout.
- Please review the Event Director guidelines in regards to allowing tagalongs to participate in entire camp rental events.

CANCELLATIONS AND CHANGES FOR SERVICE UNIT/ENTIRE CAMP RENTAL

- **Reservation Changes:** Any changes to a reservation must be made in writing by contacting helpdesk@nccoastalpines.org. If necessary, reservations can be rescheduled; multiple reservation transfers will incur fees.
- **Cancellation:** There will be no additional fees, minus the 50% NONREFUNDALBE deposit, for all reservations cancelled more than 3 months prior to the reservation date. The deposit can be transferred to another camping date in accordance with the opening dates for campsite reservations if written cancelation is received 3 months prior to the reservations. Transfers and refunds will NOT be issued for reservations cancelled within 3 months of the reservation date and your group will also be charged the remaining balance. To cancel a reservation, please email helpdesk@nccoastalpines.org.
- **No-Shows:** No refunds are issued for no-shows.
- **Cancellation by GS-NCCP:** Girl Scouts - North Carolina Coastal Pines reserves the right to cancel reservations due to site maintenance problems, site damage, or for other reasons. Girl Scouts - North Carolina Coastal Pines will issue a refund for 100% of the rental fee if this occurs.

Troop/Group Rental

Troops/groups can make reservations for camp property up to 9 months in advance of their desired reservation date. Groups may reserve entire units or individual lodging facilities. Groups may also reserve program buildings and activity areas. Certifications required by Safety Activity Checkpoints will be required prior to using activity areas. If interested in reserving the entire camp, please refer to Service Unit/Entire Camp usage guidelines.

Other Notes:

- Troops/Groups receive a discounted rate for reserving the entire unit.
- Troops/Groups can reserve on a 9 month rolling opening date.
- Campsites will be available for 7 days a week rental except for holidays and days that GS-NCCP is closed. Some units are not available during the winter; please review the Campsite Manual for specific availability.
- Troops/Groups can reserve individual cabins or tents, as well as, entire units. However, if male chaperones will be attending with the troop, then the entire unit must be reserved so that group will have access to all of the sleeping quarters and bathrooms to facilitate the separation of male chaperones.
- Troops or small groups cannot be guaranteed exclusive use of a campsite or unit.

Tagalongs (not registered as a Girl Scout) do not attend troop/group camping programs at council camp properties.

CANCELLATIONS AND CHANGES FOR TROOP/GROUP RENTAL:

- **Reservation Changes:** Any changes to a reservation must be made in writing by contacting helpdesk@nccoastalpines.org. If necessary, reservations can be rescheduled; multiple reservation transfers will incur fees.
- **Cancellation Fee:** There is a 10% cancellation fee for all reservations cancelled more than 3 months prior to the reservation date. Balance will be refunded if we receive cancellation notice in writing 3 months prior to reservation. Refunds will NOT be issued for reservations cancelled within 3 months of the reservation date. To cancel a reservation, please email helpdesk@nccoastalpines.org.
- **No-Shows:** No refunds are issued for no-shows.
- **Cancellation by GS-NCCP:** Girl Scouts - North Carolina Coastal Pines reserves the right to cancel reservations due to site maintenance problems, site damage, or for other reasons. Girl Scouts - North Carolina Coastal Pines will issue a refund for 100% of the rental fee if this occurs.