

Allohak Council, Boy Scouts of America

Kootaga Lodge Usage Guidelines

Allohak Council events will always have priority in the scheduling of the Kootaga Lodge. The Council reserves the right to preempt any scheduled event in order to accommodate the needs of the Boys Scouts as determined by the Scheduling Committee. If the Council needs to exercise their right to preempt any event, the Scheduling Committee will try to accommodate the scheduled event by providing an alternate space or date or return any fees or deposits that have been made. The Scheduling Committee shall be comprised of the Scout Executive, Camp Ranger, and Program Secretary.

1. The use of the facilities shall be consistent with the priorities of the Allohak Council and the principles of the Boy Scouts of America.
2. All scheduling requests must be made through the Council office, at least 30 days in advance and no more than 180 days out.
3. Report Cancellations promptly to the Council office. Failure to report cancellations may result in loss of fees paid for usage.
4. Overnight lodging is limited to 16 as per West Virginia State Fire Marshall.
5. Council members may schedule the facilities for personal use in accordance with the following procedures and guidelines:
 - A. The request to schedule the facility must be submitted to the Council office and approved by the Scheduling Committee using a "Request for Kootaga Lodge facilities" form. Forms may be picked up at the Council office or found online at www.Allohak.org. No date will be reserved until the form is returned, the request is approved and deposits (if applicable) have been received by the council office.
 - B. The council member making the request **MUST** be present at the event and responsible for compliance with guidelines herein.
6. The facility may be scheduled by non-Council groups at the discretion of the Scheduling Committee.
7. Groups that are not part of the Allohak Council using the facilities are required to have adequate insurance for their personal injuries and liabilities. Groups may be asked to provide a certificate of insurance before using the facilities.
8. **ALL ACCIDENTS** involving either injury or persons or the damage of property, taking place on Council property, **MUST BE REPORTED IMMEDIATELY** to the Camp Ranger, Scout Executive, or Council office staff by the sponsor of the event.
9. Smoking or use of tobacco products are not permitted in the facilities.

10. Alcoholic beverages are not permitted anywhere on Boy Scout property.

11. Groups using the facility are responsible for proper use and must leave the rooms and facilities clean and orderly. An appropriate "Facilities use Check List" must be completed, signed and returned following each use to the Scout office or Camp Ranger or forfeiture of fees and deposits may result. Any group using the facilities will be financially responsible for all damages caused by the group to the physical property or to any equipment in the area being used with the exception of normal wear and tear of the equipment.

12. In the event additional janitorial services are required the Responsible Person or the Group Sponsor will be billed for those services.

13. Individuals attending the event must stay in the area of the facilities and property assigned for the event.

14. Youth must be chaperoned at all times! **NO EXCEPTIONS**

15. All groups are expected to provide their own consumable items including napkins, plastic utensils, plates, cups, coffee, tea, creamer, trash bags, etc.

16. The use of candles is prohibited, except during ceremonies and cannot be left unattended.

17. When the Council office receives the following:

A. Approval of the Scheduling Committee

B. A signed "Contract for use of the Kootaga Lodge" form

C. And the proper deposits

The Council will place the event on the Council Calendar of Events.

18. The Group Sponsor or contact person shall be responsible for check in and check out with the Camp Ranger.

19. The authorized leadership of the Allohak Council reserves the right to ask any group or individual failing to comply with these guidelines to leave the premises immediately, forfeiting any fees.