

**CAMP WORTMAN**  
**LETTER OF AGREEMENT ESTABLISHING CAMP USE**

This letter of agreement is for the purpose of establishing the use of Camp Wortman by \_\_\_\_\_ (lessee) for the purpose of \_\_\_\_\_.

1. Dates of usage: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ time \_\_\_\_\_ a.m./p.m. to month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ time \_\_\_\_\_ a.m./p.m.
2. The Sequoia Council requires that the following documents be provided by lessee by \_\_\_\_\_
  - A) For groups other than Boy Scout groups, a certificate of liability insurance with a minimum of \$1,000,000 Comprehensive General Liability with the Sequoia Council named as an additional insured.
  - B) A hold harmless agreement (copy attached). This document required for non-scout groups only.
  - C) A local BSA tour permit for all scout units.
  - D) A roster showing the names of all youth and adults participating in this activity and designating the adult leaders.
3. It is understood and agreed to by both parties that a key deposit of \$20.00 is required to be paid by the lessee with the submission of the Camp Facilities Application. This is refundable when the keys are returned to the Sequoia Council Service Center.
4. If the kitchen is being reserved, a refundable cleaning deposit of \$25.00 is due at the time of the application.
5. The full fee of \$ \_\_\_\_\_ shall be payable by \_\_\_\_\_ to the Sequoia Council, BSA \_\_\_\_\_ days before arrival at Camp Wortman. mm/dd/yy
6. It is understood and agreed to by both parties that lessee shall be responsible for any and all damages to camp property, which may reasonably be attributed to the actions of the said group, and lessee agrees to promptly pay any and all reasonable damage claims when presented by the Sequoia Council.
7. It is understood and agreed to by both parties that no alcoholic beverages, illegal drugs of any kind or firearms are permitted to be used on the premises.
8. It is understood and agreed to by both parties that in accordance with BSA policy the lessee will provide at least two adults (one of which must be 21 years old) for any scout outing. In addition it is also understood and agreed to by both parties that lessee will provide at least one (1) adult leader (defined as 21 years of age or older for purposes herein) for every ten (10) members of the party present in camp below the age of 21 years. Example would be for groups of 1-10 a minimum of two adults is required, for groups of 21-30 three adults will be required etc.
9. It is understood and agreed to by both parties that the lessee will abide by any and all of the camp operating rules as outlined on the attached sheet and will follow the directions and instructions of the Camp Ranger. In accordance with the current established Camp Wortman regulations (see attached) no fires will be permitted except in locations approved by the Camp Ranger.
10. It is further understood and agreed to by both parties that should the lessee fail to provide proper leadership or fail to abide by camp rules or directions of the Camp Ranger, the Sequoia Council Camp Ranger may in his discretion terminate this agreement immediately and require the lessee to vacate the camp. If this occurs all fees and monies will be forfeited.

\_\_\_\_\_  
Organization (lessee)

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sequoia Council, Boy Scouts of America (lessor)

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTE: Please return the original and one copy along with other required documents and the deposit to the Sequoia Council.