

Table of Contents

POLICY AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES.....	2
PRE-RESERVATIONAPPLICATION.....	2
RENTAL POLICY	2
COMMUNICATIONS AND ELECTROINICS	3
DAMAGE TO CAMP FACILITIES, EQUIPMENT OR STRUCTURES	3
CARE OF CAMP PROPERTY, FACILITIES AND STRUCTURES	3
UPON ARRIVAL AT CAMP	3
GROUP LEADERSHIP	3
HEALTH ANDSAFETY	4
CAMPFIRES	4
SPECIAL ACTIVITY AREAS	4
SERVICE PROJECTS	5
CHECK OUT PROCEDURE	5
PAYMENT INFORMATION	5
SECURITY DEPOSIT.....	6
CANCELATION AND REFUND POLICY.....	6
CHARGES BY OUTSIDE AGENCIES.....	6
INSURANCE REQUIREMENTS.....	6
DISABLED ACCESSIBILITY	6
CAMP CHESEBROUGH SPECIFIC POLICIES AND PRODUCURES	8
CAMP HI-SIERRA SPECIFIC POLICIES AND PRODUCURES	9
Reserving a Cabin at Camp Hi-Sierra.....	10
Cabin Rates for Scouts and Scouting Families.....	10
Check In at Camp Hi-Sierra.....	10
Check out at Camp Hi-Sierra	11
Camp Hi-Sierra FAQ	11
What kind of lodging do you have?	11
How is the camp road into Camp Hi-Sierra?	11
Where do we cook in the off-season?	11
What are the common use area’s?	11
Are pets allowed?.....	11

Is alcohol allowed?	11
Is smoking allowed?	11
Can I drive into the campsites?	11
Is there a map available?	11
What is there to do?	12
Are fires allowed in camp?	12
Can we use the shooting ranges or climbing wall on-site?	12
Are there wild animals around?	12
What should we do with our trash?	12
We reserved a campsite, what time should we arrive/leave?	12
Can we help with a service project?	12
ACKNOWLEDGEMENT OF POLICY AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES.	12

POLICY AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES

These Policy and Procedures have been established to provide consistency in the rental and use of Council Camp Properties.

PRE-RESERVATION APPLICATION

All outside groups must submit a Pre-Reservation Application form BEFORE any reservation(s) will be accepted. Since the Silicon Valley Monterey Bay Council, BSA is a nonprofit group it has to screen potential users to avoid jeopardizing our nonprofit status.

Priority of Renters

- Boy Scout Units
- Girl Scout Units
- Youth School / Religious Groups
- Outside Groups

RENTAL POLICY

It is the intention that camps be rented to multiple users whenever possible. To that end, Silicon Valley Monterey Bay Council will only rent the entire camp to groups that have a minimum 250 campers/users. Groups less than 250 users / campers who wish to rent the entire camp must make a request to the council and such request will be reviewed on a case by case basis.

Joint use areas are for the enjoyment of all camp users and are scheduled on a first come first served basis. However, if an area is booked and not being used, the Camp Ranger or Campmaster may allow use by another group, provided they meet any required special conditions for that area.

If more than one group wishes to use a joint area, the Camp Ranger or Campmaster will try to work out a schedule with the groups. Everyone will get a chance to use the facilities.

COMMUNICATIONS AND ELECTROINICS

Council will not assume any liability for lost or stolen property brought to camp. i.e.: cell phones, video games, etc. This is an outdoor experience and is recommended that these devices be left at home. Device owner is responsible for storing and securing their devices.

NO cell phone reception is available at Camp Chesebrough. As of 2022 limited AT&T wireless service is available at Camp Hi-Sierra in the parking lot and some places higher on the camper side of the valley.

DAMAGE TO CAMP FACILITIES, EQUIPMENT OR STRUCTURES

Campers and Users are responsible for any damage to facilities, structures or equipment and will be billed for that damage. Please notify the Camp Ranger or Campmaster if any damage is found upon arrival.

Failure to report damage will result in camper / user accepting responsibility for any and all damages.

CARE OF CAMP PROPERTY, FACILITIES AND STRUCTURES

1. Must get permission from the Camp Ranger or Campmaster before cutting or trimming live trees, shrubs and bushes
2. Fallen and dead branches on the ground may be collected for campfires
3. All equipment must be checked in and out with the Camp Ranger or Campmaster
4. Water is in short supply. Please conserve. Report any leaks or breakages to the Camp Ranger or Campmaster
5. Smoking in designated area only with a butt can of sand, water or dirt.
6. Discuss with Camp Ranger or Campmaster garbage disposal options.
 - a. You are responsible to take garbage to garbage cans or trailer as discussed with Camp Ranger or Campmaster.
 - b. Separate recyclable cans, bottles, cardboard from trash. Put into designated containers.

UPON ARRIVAL AT CAMP

1. Group leader / representative (not the whole group) checks in with Camp Ranger or Campmaster upon arrival.
2. Review regulations listed below.
3. Do a walk through with the Camp Ranger or Campmaster at the area(s) to be used noting any damages
4. Designate a single contact for the group and an alternate that the Camp Ranger or Campmaster may contact.

GROUP LEADERSHIP

1. You must have two (2) adults one of which must be 21 or older with your group while at camp.
2. Adult leaders must sleep in the group's camping area.
3. A single point of contact and an alternate must be designated to the Camp Ranger or Campmaster at check in. The group will use these people to communicate with the Camp Ranger or Campmaster.
4. Youth groups shall have a ratio of 1 adult for every 10 youth, or portion thereof, with a minimum of 2 adults required.
5. BSA units must follow BSA policy on leadership coverage.

HEALTH AND SAFETY

1. Rental group must provide first aid and medical supplies for their group
 - a. It is recommended that each participant must have a current medical release form on file with the group leader.
 - b. It is recommended that groups larger than 100 persons have a designated medical person i.e.: current First Aid and CPR certification or higher.
2. All rental group vehicles must be parked in designated areas. No parking in fire lanes. Vehicles parked improperly may be towed at owner's expense. Vehicles shall be backed into parking spaces.
3. Group leaders are responsible for fire control, knives, axes, sticks, rocks, horseplay, etc.
4. NO PETS Except service animals for the disabled.
5. NO ALCOHOL OR ILLEGAL DRUGS PERMITTED ON CAMP PROPERTY.
6. To make arrangements for use of special program areas such as, Mt. Bikes, Firearms, Contact the Camp Ranger or Campmaster BEFORE arriving at camp.
7. NO PERSONAL FIREARMS OR ARCHERY EQUIPMENT ALLOWED ON CAMP PROPERTY UNLESS PRIOR APPROVAL HAS BEEN OBTAINED BY THE CAMP RANGER OR CAMPMASTER. COORDINATE WITH THE CAMP RANGER OR CAMPMASTER TO PROPERLY SECURE EQUIPMENT AT RANGE.
8. Rental groups are responsible for the safety and security of their campers while on camp properties. If problem(s) arise and are not taken care of by the rental group, the Camp Ranger or Campmaster at his/her discretion may call in local law enforcement to remedy the situation.
9. In case of minor fire, medical or lost persons, Contact the Camp Ranger or Campmaster as soon as possible.

CAMPFIRES

Upon arriving at camp the group leader (over 21) must see the Camp Ranger or Campmaster and receive information on campfire use. You will be asked to sign that you have received this document and understand the rules as they apply to campfires.

Camp fires shall not exceed 2' above the campfire ring. Burn piles must be done under the supervision of the ranger or campmaster only.

Camp fires are allowed only in campfire rings or designated locations.

NO CAMPFIRE shall be left unattended at any time.

Failure to follow these rules can lead to termination of all camping rights and the group may be requested to leave camp immediately.

Camp Stoves, Lanterns, or similar devices shall not be left unattended while in use.

SPECIAL ACTIVITY AREAS

Vendor or Specialty areas include the Lake, Archery Range, Rifle Range, BB Gun Range, Shotgun Range, Black Powder Range, Climbing Areas and Kitchen Facilities.

These areas must have certified specialists who can run the specific area. You can either bring your own or you can arrange through the council for the required specialized staff.

Vendor or Specialty Area Personnel MUST check-in with the Camp Ranger or Campmaster upon arriving at camp. Proof of certification (i.e. Pocket Cards, Certificates) must be sent to the Camping Director ahead of

time. NO CERTIFICATION – NO USE OF SPECIALTY AREA. NO EXCEPTIONS.

Lake Area - BSA Lifeguard, BSA Aquatics Director, Red Cross Lifeguard.

Climbing - Climbing Instructor Level 2, Climbing Instructor Level 1, or an equal approved by the Council

Archery Range - BSA Archery Range Master, NAA Archery Basic Instructor, BSA Shooting Sports Director, or equal certification approved by the Council

Shooting Ranges - NRA Range Safety Officer to run the range, NRA Instructor for any teaching of shooting skills (instructor to be certified for the specific Firearm(s) being used.) Arrangements may be made for targets, firearms and ammunition on a case by case basis.

Kitchen Facilities – It is highly recommended that those groups utilizing the kitchen facilities for group cooking have at least one person in the kitchen who is “Safe Serve Certified”. This is to protect your group from food borne illnesses due to improper food handling, preparation or serving.

SERVICE PROJECTS

Camp properties require a large amount of time and care to maintain the properties. Camp Ranger or Campmasters can only do so much. As stewards of camp properties, it is our duty to help maintain the properties so their splendor can be enjoyed for many years. Your help would be greatly appreciated by the council and by future users of camp. If your group feels a desire to help, contact the Camp Ranger or Campmaster who has a list of service projects or your group can recommend your own. Some materials are available along with tools that can be checked out. One hour by each person in your group can add up to many hours of service.

CHECK OUT PROCEDURE

1. Group Leaders accompanied by the Camp Ranger or Campmaster will inspect the camp site area and any other area or facilities used by the group before the unit leaves camp.
2. If leaders fail to have inspections made, the group will be held responsible for all damage or loss based on Camp Ranger or Campmaster’s inspection
3. Lost and found items should be taken to the Camp Ranger or Campmaster

PAYMENT INFORMATION

At time of reservation request, a 50% deposit shall be paid. This fee will be used to reserve the area(s) that you wish to rent.

Fourteen (14) days prior to arriving at camp, ALL remaining reservation fees need to be paid to the council office. Reservations less than 14 days before arriving, the group must pay all reservation fees in full to the council office before arriving at camp.

If your group does not pay the required fees due by the schedule above, your group can be subject to cancellation of the entire reservation or loss of requested area(s). The council will not hold campsites or joint use areas without a full reservation fee being paid.

If you have more people or stay longer than your reservation you will be responsible to clear all additional costs prior to leaving camp. Failure to pay additional fees while at camp will result in a \$150.00 billing fee in addition to the costs of the additional persons or days. Fee(s) may be waived if special arrangements

have been made prior to coming to camp.

SECURITY DEPOSIT

A security deposit is required for all non-scout groups renting camp. A fee of \$250 is required.

Security deposits shall be made with the reservation form at time of initial application. It is the renter's responsibility to make sure the group checks out with the Camp Ranger or Campmaster to avoid being held responsible for any damages to camp property.

Refund of a security deposit on file with the council office will be made within 2 weeks of leaving camp subject to receiving a no charge or a listing of damages and their associated costs. Any costs will be deducted from the deposit on file. If damages exceed the deposit on file you will be billed for the difference. Your group will not be allowed to reserve a new date until these charges are cleared.

CANCELATION AND REFUND POLICY

When we take your reservation we are excluding others from using the facilities that you reserved.

Deposits, if applicable for an activity, are non-refundable. With a written request at Council's discretion, reservation fees may be transferred to another available date.

Silicon Valley Monterey Bay Council reserves the right to cancel any reservation at any time, including at camp. Reservations canceled by the Silicon Valley Monterey Bay Council before arriving at camp will be refunded at 100% of Reservation Fee. No refund will be given for nonpayment of reservation fees.

Reservations canceled at camp due to issues under the control of the reservation group will result in forfeiture of all fees.

NOTE: It is the responsibility of the renter to assess weather conditions and make appropriate decisions. Renters cancelling due to weather will not receive a refund. All refunds are subject to a 15% cancellation fee. No refund will be given to cancellation under 14 days prior to the start of the reservation.

CHARGES BY OUTSIDE AGENCIES

Any costs associated with services provided by outside agencies i.e. Sheriff, Fire, Medical, Ambulance, Life Flight Helicopter, Food Service Providers, Vendors, Towing, or similar agencies / services are the responsibility of the rental group. Silicon Valley Monterey Bay Council assumes no responsibility for these charges.

INSURANCE REQUIREMENTS

All non-Boy Scout groups are responsible for providing an insurance policy in the amount of \$2,000,000 (two million) dollars liability coverage in addition to any other limits required by the Boy Scouts of America sixty (60) days before reservation.

DISABLED ACCESSIBILITY

While every effort is made to make the camp properties and facilities accessible, not all campsites, facilities or activity areas may be accessible. Every effort will be made to make your camp experience enjoyable. Renters with disabled persons are encouraged to visit the camp properties before making

reservations to ensure their group can function at camp.

CAMP CHESEBROUGH SPECIFIC POLICIES AND PROCEDURE

Chesebrough Scout Reservation is a 544 acre site in the Santa Cruz Mountains, donated to the Santa Clara County Council, Boy Scouts of America by Paul and Nessie Chesebrough (pronounced Chēs'-būr-rō) in two grants, one in 1977 and the second in 1983. It is a pristine natural area, located on the side of the mountain and forested with a mix of conifer and deciduous trees including coast redwood, Douglas fir, Monterey pine, several species of oak, California laurel, Madrone, big leaf maple and California buckeye. There is a large training lodge, an administrative building, a number of out buildings and multiple campsites located on the site. The address is 26005 Highway 9, Los Gatos, CA 95033. It is located just off Highway 9 about 1.8 miles south of Skyline Boulevard. The entrance is just across Highway 9 from Sempervirens Point overlook.



Vehicles

All vehicles must be parked in the main parking lot, backed in to allow easy evacuation in the event of an emergency. Chesebrough campsites are walk-in camps, however, heavy gear, such as patrol boxes and Dutch ovens may be driven in and dropped off. Only one vehicle is allowed in a campsite at any time. Vehicles must then be parked in the parking lot. Please see the Campmaster for vehicle access.

Wildlife Camp Chesebrough is home to many wild animals, including deer, coyote, fox, raccoons, wild turkeys, and skunks, and occasionally bears and mountain lions, to name a few.

Sustainable Operations

Camp Chesebrough is a natural area and is operated sustainably, in keeping with the best traditions of Scouting. Dead wood on the ground may be used for firewood, but branches, even dead branches on trees, should not be cut down. All fires must be confined to designated fire rings.

All paper products provided, including toilet tissue and paper towels, are of recycled content.

Styrofoam is not permitted in camp. Waste containers designated: "Compost", "Recycling", and "Landfill" are provided for your convenience. A composter and dumpsters for recycling and for landfill are located in the corporate yard. Please use these properly as indicated.

Green Cleaning

Cleaning products supplied are also sustainable; they are low-VOC, minimally hazardous, and GS-37 approved. Please use only the green cleaning chemicals provided. Using incorrect cleaning materials in the water free urinals will break down the sealant in them, causing them not to work.

Clean Up

Each group is responsible for cleaning up after themselves. Buildings used, including restrooms, lodge, and kitchens should be dust mopped or swept, restrooms and kitchen wet mopped, fixtures wiped down, grounds swept for litter, and leaves and duff "fluffed" to return the campsites to as natural a looking state as possible for the next campers. If a Campmaster is on duty, he or she will inspect your site at check-out to help ensure compliance. Our goal is for each group to leave the camp a little better than they found it, helping to ensure its continued enjoyment by future campers for generations to come.

Again, welcome to Camp Chesebrough. We hope your adventure is an enjoyable one!

CAMP HI-SIERRA SPECIFIC POLICIES AND PROCEDURES

1. Garbage is your responsibility—it must be removed from camp property or a removal fee will be noted
2. No climbing, playing or sledding on the roof or any camp structure. Doing so will forfeit your deposit and your unit will be charged for any damage
3. All facilities must be clean and mopped
4. If fireplace used, it must be emptied of cinder and ash
5. The telephone is for camp use only. A pay phone at the camp office is available



Checkout:

1. Leaders accompanied by Camp Ranger will inspect camp areas before leaving
2. Lost and found should be taken to the Ranger
3. Any deposit money to be returned shall be made available after returning the Ranger's checkout (signed by him) to the Council Service Center.

Reserving a Cabin at Camp Hi-Sierra

To reserve a cabin at Camp Hi-Sierra we generally are available for weekend and week rentals from mid August to Mid May each year. All reservations can be made through our Tentaroo [website](#). If you don't have an account for your Scouting Family or Unit please email Camping@symbc.org. All reservations are requested to be made at least a week in advance, all fees are to be paid prior to coming to camp. No refunds for cancellation 14 days prior to your reservation. All refunds made 15 days or more are subject to a 15% fee

Cabin Rates for Scouts and Scouting Families

Each of our cabins includes the 12% occupancy tax that the Tuolumne county requires on all types of short-term lodging.

C1- 8 people \$112 Nightly + \$20 cleaning fee per trip

C2- 8 people \$112 Nightly + \$20 cleaning fee per trip

C3- 8 people \$112 Nightly + \$20 cleaning fee per trip

C4- 8 people \$112 Nightly + \$20 cleaning fee per trip

C5- 8 people \$112 Nightly + \$20 cleaning fee per trip

C6 – 6 People \$112 (tall person beds) \$20 cleaning fee per trip

C7- 8 people \$112 Nightly + \$20 cleaning fee per trip

D1 -4 people \$112 + \$20 cleaning fee per trip

D2 -4 people \$112+ \$20 cleaning fee per trip

D3 -2 people \$112 + \$20 cleaning fee per trip (queen bunk beds) linens included

E1 –\$125 Family unit + \$20 cleaning fee per trip - Queen bed, futon bed, on-suit bathroom, kitchenette, linens included

E2-\$125 Family unit + \$20 cleaning fee per trip - Queen bed, futon bed, on-suit bathroom, kitchenette, linens included

Kitchen \$350 per night

Dining Hall \$350 per night

Check In at Camp Hi-Sierra

Check starts at 3 pm. It is done as a contactless check in. Your keys for your cabin rentals will be posted on your cabin door.

Check out at Camp Hi-Sierra

Check out of your cabin or campsite by 11 am. You are welcome to stay on site till 3pm. Please remove all trash to dumpsters located next to the kitchen. Sweep your cabin. If you have rented a cabin with linens please strip the beds putting the sheets and towel into on one of the beds.

Camp Hi-Sierra FAQ

What kind of lodging do you have?

We have several different types of lodging to suit your family's needs from tents to heated/air conditioned cabins that sleep 2-8 adults. We even have two ADA-accessible cabins with internal restrooms and showers!

How is the camp road into Camp Hi-Sierra?

The camp road is 2.3 miles long, descending 650 feet of elevation and is maintained by our camp ranger in the off season. This includes plowing when it snows. During the winter, it is always a best practice to carry snow chains for all vehicles though at times it will not be needed. Contact the ranger for current conditions 3 to 5 days before your trip.

Where do we cook in the off-season?

Camp Hi-Sierra cabins each have a porch that can be used for cooking. Bring a small portable table is not a bad idea or you can use any of our wood picnic tables throughout camp. If you have a large enough group kitchen and dining hall rentals are available , see pricing below.

What are the common use area's?

Fire pits, BBQ pits and restrooms are open for all visitors to use. Restrooms are located at the Dining Hall and Staff Hill near cabin C5.

Are pets allowed?

Unfortunately, no. As much as we would love to see your furry friends at camp, they are too disruptive to the natural environment and should stay at home when you visit.

Is alcohol allowed?

No. As this is a campground primarily geared for families involved in Scouting, we do not allow alcohol.

Is smoking allowed?

No. As this is a campground primarily geared for families involved in Scouting, we do not allow smoking.

Can I drive into the campsites?

Not at this time, but there are several parking lots within walking distance. If you are renting a cabin, you may be able to drive up and park next to your rental. Please see cabin details in tentaroo for your specific rental.

Is there a map available?

Yes! You can view it [HERE](#).

What is there to do?

For the off-season, we have closed our activity areas and are only operating as a campground until we ramp up for camp. There are several hiking trails built around camp, and if you are feeling adventurous, you can even hike all the way to the Clavey River!

Are fires allowed in camp?

It depends on the current conditions and allowances made by Cal Fire. You can check on conditions and see if you are allowed to have a fire [HERE](#) (Search for Long Barn, CA on the map)

Please remember that if fires are allowed during your visit, to only have flames no higher than 2 feet and only in the concrete/metal rings we have provided.

Also, [HERE](#) are some tips on leaving no trace when setting up a campfire.

Can we use the shooting ranges or climbing wall on-site?

These are available only by special arrangements, contact camping@svmbc.org.

Are there wild animals around?

Yes! The Sierra Nevada Mountains are full of life from fish to birds, and even some mountain lions and bears. For this reason, we ask that you store your food in an animal-proof container away from where you sleep. Your car is also another good option. We also ask that you throw away your trash each night before bed, otherwise, you will have some unwanted visitors!

What should we do with our trash?

Please throw your trash into the provided dumpsters by the dining hall. Please do not overfill the dumpsters. If they are too full, let the ranger know and they will assist you in getting rid of your trash.

We reserved a campsite, what time should we arrive/leave?

Please arrive no earlier than 3pm, and please be packed out of your site by 11am. You are still welcome to enjoy the rest of camp once you are packed and out of your site!

Can we help with a service project?

Definitely! You are welcome and encouraged to help with a service project that you feel comfortable with. We also host regular work weekends, where we work on camp improvements. Please contact our Camping Department for more details.

Email: CHSRanger@svmbc.org

Phone: 209-965-3432

ACKNOWLEDGEMENT OF POLICY AND PROCEDURES FOR THE RENTAL AND USE OF COUNCIL CAMP PROPERTIES.

Please fill out the information below, sign and return this page with the reservation form to:

Silicon Valley Monterey Bay Council
Attn: Camp Reservation

970 W Julian St.
San Jose, CA 95126
Camping@SVMBC.org
408-638-8300

It is your responsibility to read and understand these policies and procedures.

I have read this policy and procedures packet and acknowledge its contents. I accept responsibility of all costs as outlined in the rental agreement, fee schedule and I understand the refund / cancellation policy.

Group Name:

Rental Date(s) _____ [] Chesebrough [] Camp Hi-Sierra

Name:

Signature: _____.

Phone Number: _____.

Email Address: _____.

Date: _____.

Contact Information

Silicon Valley Monterey Bay Council
[Camp Chesebrough](#) | Find us on [Facebook](#)
[Camp Hi-Sierra](#) | Find us on [Facebook](#)
www.svmbc.org

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