

Girl Scouts of New Mexico Trails, Inc.
Letter of Agreement – Outside User Group (Non-Girl Scout)

This letter of agreement is for the purpose of establishing the use of Rancho del Chaparral or Camp Elliott Barker Girl Scout Camps by _____, for the purpose of conducting _____.

1. _____ is to have the use of the facilities listed on the Outside User Group Reservation Form from _____ beginning at _____ to _____ departing at _____.
2. Girl Scouts of New Mexico Trails Inc., requires that the following documents be provided and _____ agrees to provide Girl Scouts of Chaparral Council Inc., with the following documents by (date) _____.
 - A certificate of liability insurance with a minimum of \$1,000,000.00 combined single limit with Girl Scouts of New Mexico Trails, Inc. named as additionally insured, ten days written notice of insurance cancellation and expiration dates required.
 - A certificate showing non-profit or tax exempt status (if applicable).
 - Certification or documentation of experience for use of:
 - i. Archery equipment
 - ii. Horses and related equipment, including copy of vendor contract for horses
3. Approximate number attending:
Adults: Men _____ Women _____
Youth: Boys _____ Girls _____ **Total per night** _____
4. It is understood and agreed by both parties that the total fee for the use of Girl Scouts of New Mexico Trails, Inc. is (see Reservation Form) _____. A non-refundable deposit of \$200.00 is required by _____ to hold the site for the dates requested. Balance of fee is due after verification of property use, including buildings and sleeping areas. Should the renter cancel any or all of their reservation 30 days or less before the start of the event, 50% of the total amount prepaid will be refunded.
5. It is understood and agreed by _____ that the following fee structure will apply for equipment usage, if reserved:
 - Archery equipment -- \$ based on quantity used (see Camp Registrar for details)
 - Horse helmet -- \$ 5.00 per helmet
 - Fishing equipment -- \$ based on quantity used (see Camp Registrar for details)
 - Sports equipment -- \$ based on quantity used (see Camp Registrar for details)
6. It is understood and agreed to by both parties that _____ will promptly pay any and all reasonable claims made by the council for any and all damage to camp property. This provision is in addition to and not in limitation of the hold harmless indemnification agreement.
7. It is understood and agreed to by both parties that no illegal drugs, alcohol, or firearms of any kind are permitted to be used on the premises.
8. It is understood and agreed by both parties that _____ will provide at least two adult leaders (defined as 21 years of age or older for purposes herein) for every either members of the party present in camp below the age of 21 years; that at least one of the said adult leaders must be present with the group at all times while the group is in camp.
9. It is understood and agreed by both parties that the group will abide by any and all of the camp operating rules and policies as outlined on attachments and directions and instructions of the Camp Ranger. If the Ranger determines that the group had failed to provide proper leadership or failed to abide by camp rules or directions of the Ranger, the Ranger may in his or her discretion

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terminate this agreement and require the renting parties to vacate the camp, forfeiting any and all fees and monies agreed to herein.

*Due to GSUSA and ACA (American Camping Association) guidelines, required standards and fee structures are subject to change with or without notice.