



# **Camp Property Rental Guidebook**

**2021**

**Camp Ehrhorn  
Oahu, Hawaii  
Aloha Council**

This guidebook will help you plan for your next reservation at Camp Ehrhorn during COVID restrictions.

Reservations for 2021 are being accepted for February 2021 and on.

As of February 25, 2021 - the City and County of Honolulu is in Tier 3 (please see [oneoahu.org](http://oneoahu.org) for reopening guidelines).

Based on our current guidelines, our current capacity for Camp Ehrhorn is up to 30 people based on the following examples:

**Cub Scout Packs:** Packs participate in family camp which permits families members to share tents. Depending on the size of the tent, the larger the tent, the less tents you may fit in camp. Tents need to be pitched at least 6 feet apart. As of February 25, 2021, groups may number up to 10 people per group. Packs are responsible to follow the local and CDC guidelines regarding group gatherings if more than 10 people are in attendance.

**Scouts, BSA Troops:** Due to current local guidelines, CDC guidelines, and Youth Protection policies, Scouts will tent by themselves unless they are siblings within 2 years of age difference. Parents and scouts may NOT tent together. Based on a 4-person sized tent, you would be able to fit 20 tents in camp pitched at least 6 feet apart. The larger the tents, the less tents and people you are able to fit. If your troop uses smaller tents (1-2 man sized), you would be able to fit more tents while safely socially distancing. As of February 25, 2021, groups may number up to 10 people per group. Troops are responsible to follow the local and CDC guidelines regarding group gatherings if more than 10 people are in attendance.

This guidebook will be revised as the City and County of Honolulu slides into different tiers.

Our mission is to provide your Scouts a positive experience that reinforces the Scout Oath and Law while following the guidelines of our local government and the CDC for group gatherings and social distancing.

## Reservation Requests

All reservations are on a first come, first service basis.

Reservations **WILL NOT** be accepted less than 2 weeks of requested dates.

Reservations are from Fridays, 3 pm to Sundays, 12 pm. Rates are the same if you prefer to check-in on Saturdays.

All reservation requests must be emailed to [camping104@scouting.org](mailto:camping104@scouting.org) or called into Aloha Council at 595-6366 and ask for camping reservations.

The following information should be included in your email/phone call:

Unit number

Unit contact name, phone number and email

Number of campers

Dates requesting

## Required Forms and Documentation

Please provide the following information to the families/parents of your scouts and all adults planning to attend

**Chartered Organization Activity Approval** - Your Chartered Organization Institutional Head or Chartered Organization Representative (COR) must submit by email to [camping104@scouting.org](mailto:camping104@scouting.org) documentation of their knowledge and approval that your unit will be reserving Camp Ehrhorn for a unit campout/activity. This must be received no later than **1 week** prior to reservation date. Your unit **will not** be able to attend if this document has not been received.

- Subject line: Chartered Organization Activity Approval for Pack/Troop/Crew \_\_\_\_\_
- Within the body of the email, please include but not limited to:
  - Name of Chartered Organization
  - Name and position of person submitting email
  - Contact information for person submitting email
  - A brief statement authorizing unit attendance/participation to Camp Ehrhorn for unit campout/activity

**Aloha Council Pre-Event Screening Form** - Each participant (adult and youth) must complete this form prior to arriving at camp. If during the 2-week temperature check the participant has a fever of 100.4 or higher for more than 3 days, they will not be permitted onto camp property. Each Scoutmaster/ Cub Master or designated adult/leader must review this form upon arrival at camp. **If you arrive at camp without this form, you will be sent home, no exceptions.** Please double and triple check that you have your completed form before leaving for camp. A printed copy is required when returning the key to Aloha Council.

**Aloha Council COVID-19 Warning & Waiver Form** - Each participant (adult and youth) must complete this form prior to arriving at camp. Each Scoutmaster/ Cub Master or designated adult/leader must review this form upon arrival at camp. **If you arrive at camp without this form, you will be sent home, no exceptions.** Please double and triple check that you have your completed form before leaving for camp. A printed copy is required when returning the key to Aloha Council.

***Unit Rosters:*** Units are required to submit a roster with the Aloha Council Pre-Event Screening Form and the Aloha Council COVID-19 Warning and Waiver Form. Units are required to submit this roster **2 weeks prior** to their reservations. If the roster has more than 30 names, the unit will be contacted/notified to correct the count to 30. The roster must coincide with the forms submitted. **The roster will be kept with copies of the 2 forms at Aloha Council.**

*Aloha Council Pre-event and Aloha Council COVID-19 Warning and Waiver Forms* are included at the end of this guidebook.

## Camp Ehrhorn Key Pick-Up

- Pick-up: The key may be picked up on Wednesdays or Thursdays the week of your rental.
- Please call 595-6366 and ask for the Scout Shop to make an appointment for pick-up.

## Camp Ehrhorn Key and Forms Return

- Return: The key must be returned on Mondays or Tuesdays the week after your rental.
- *Aloha Council Pre-event and Aloha Council COVID-19 Warning and Waiver* Forms along with a hard copy of your roster must be turned-in when you return the key.
- Please call 595-6366 and ask for the Scout Shop to make an appointment for drop-off.

*What is BSA's policy on social distancing in a tenting environment when camping?*

Camping should only take place in accordance with guidelines outlined by your state and local health department and other local officials, as well as under the direction of your local BSA council and chartered organization. There is no formal national policy on social distancing in tents, just as there is no prohibition on tenting alone if logistics can accommodate that request. As always, all BSA youth protection policies must be followed.

## CAMP FACILITIES USE POLICY

Camp Ehrhorn is available for use by registered Scouting units and qualified non-Scout groups who agree to abide by the Scout Oath and Law and who agree to the following conditions:

All registered Scouting units and non-Scout groups using the facilities at Camp Ehrhorn agree to follow the policies and guidelines in the current printing of BSA publication "Guide to Safe Scouting" (A Unit Leader's Guide for Current Policies and Procedures to Safe Activities). This can be found online at [www.scouting.org \(https://filestore.scouting.org/filestore/pdf/34416.pdf\)](https://filestore.scouting.org/filestore/pdf/34416.pdf) for viewing or to print. All Federal, State and Local laws must also be followed.

### **ACCESS:**

You will be issued a key ring with 3 keys to access Camp Ehrhorn and the facilities.

- 1) The Gate/Kitchen
- 2) Main Bathroom
- 3) The Outhouse

There is also a water spigot key for the hose connection by the pavilion (cook shack). Make sure all facilities are locked prior to departure and return the keys must be promptly to Aloha Council after your event. There will be a fee assessed if keys are lost or not promptly returned.

### **ADULT LEADERSHIP:**

Unit or non-Scout group leaders are in full charge of their unit or group at all times. Two registered adult leaders, or one adult and a parent of a participating youth member, both of whom must be 21 years of age or older, are required in camp at all times. It is also recommended that there be at least one adult leader for every ten (10) youth members in camp. Coed overnight activities require male and female adult leaders. Youth Protection policies must be enforced and all Federal, State and Local laws regarding youth must be followed.



### **CLEAN-UP/JANITORIAL SERVICE:**

It is the responsibility of each unit or group to thoroughly clean all camp facilities used, including the refrigerators, prior to checking out of camp. All tables must be put back in its original configuration. All metal and plastic tent pegs must be pulled out of the ground and taken with you when you leave camp. A fee for janitorial services will be charged to any unit or group that fails to clean up after themselves. Units and non-Scout groups are expected to abide by the Leave No Trace principles. Pack it in, pack it out.

### **FIREARMS, FIREWORKS, DRUGS, ALCOHOL, TOBACCO USE AND ABUSE:**

All firearms, fireworks, alcoholic beverages and controlled substances are not allowed in camp.

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. All Federal, State, and local laws must be followed.

Adult leader should support the attitude that young adults are better off without tobacco and should not allow the use of tobacco products at any BSA activity involving youth participants. All areas at camp are designated non-smoking.

### **HOURS OF OPERATION:**

Facilities at Camp Ehrhorn are reserved with a 3 PM Friday Check-In time and a Sunday Noon departure. Parents and campers should be notified in advance by the leader in charge of where to park their vehicles and how to locate the campsite. A map is provided for distribution.

### **NO FLAMES IN TENTS:**

Only battery operated flashlights and lanterns are permitted in tents. No flames in tents is a rule that must be enforced.

## **PARKING:**

All vehicles will park (backed) in the designated parking area outside of the camp entrance gate. Vehicles should always be locked and secured when left in the parking area.

## **PAVILION: (COOK SHACK)**

There is a covered pavilion with kitchen area. Inside the kitchen there is a circuit breaker panel on the wall. Turn on all of the breakers upon arrival and turn them off before you leave. One breaker is taped over and should be left alone. The other will turn on the lights, electric outlets and the water pump. THIS IS NOT POTABLE WATER. DO NOT DRINK WATER OR USE IT IN FOOD PREPARATION UNLESS BOILED. Make sure all participants are aware of this PRIOR to arriving at camp.

Please make sure that the kitchen is clean, refrigerator is unplugged, circuit breaker is turned off and area secured prior to departure.

## **PETS:**

No pets are allowed in camp.

## **RESTROOMS/OUTHOUSE:**

Camp Ehrhorn provides an outhouse and bathroom. See WATER section below for details and usage. Outhouse and bathrooms should be cleaned thoroughly and secured upon Check-Out.

## **VEHICLES IN CAMP:**

Vehicles, including automobiles, trucks, vans, motorcycles, bicycles, etc., are not permitted in camp. Vehicles transporting equipment and supplies may be permitted to enter the camp to drop off and pickup only. Equipment and supplies are to be unloaded and the vehicle returned immediately to the designated parking areas.

## WATER:

DO NOT DRINK THE WATER UNLESS IT IS BOILED FIRST!

Water at camp is rain water catchment into a tank with an electric water pump. This is not the city line water! Inside the kitchen there is a circuit breaker panel on the wall. Turn on all of the breakers upon arrival and turn them off before you leave. One breaker is taped over and should be left alone. The other will turn on the lights, electric outlets and the water pump. Turning the water pump on will take care of the toilet and sinks. Please make sure that this is off prior to departure.

Please “Conserve the Water” the water catchment tank is only half full. There is an outhouse behind the bathroom building with a light and urinal for the Scouts. The Scouts will help save water by not using the flushing toilet unless they have to. Please make sure these are cleaned and secured prior to departure.

## **DEPOSIT/RATES/PAYMENT/CANCELLATION/REFUND SCHEDULE**

### **DEPOSIT:**

A refundable security deposit of \$100.00 to be paid upon confirmation and refunded only after cleared property inspection. BSA units may have this waived on a case by case basis.

### **RENTAL FEE:**

The rental fee is \$50.00 per reservation. This is not included in the refundable security deposit of \$100.00 (see DEPOSIT above).

### **CANCELLATION POLICY:**

Cancellation policy is as follows:

4 months prior to reservation- full refund of total camp fees  
6 weeks prior to reservation- 50% refund of total camp fees  
30 days prior or less- no refund

### **REFUNDS/OVERPAYMENTS:**

Any refunds or overpayments of usage fees will be dispersed by check 2 weeks following the use of Camp Ehrhorn.

### **PROPERTY DAMAGE:**

All Scouting units and non-Scout groups using the facilities at Camp Ehrhorn will be held responsible for damage to camp property. Reimbursement for cleaning, repairs, and/or property damage will be deducted from your security deposit with additional costs billed to your Scouting unit or non-Scout group if applicable. Your unit/group is expected to keep the facilities clean and to leave the camp clean upon departure as well as unplugging appliances, turning off all the circuit breakers and securing all parts of the property.

## **LEAVE NO TRACE:**

It is the responsibility of the unit/group to pick up all trash and take it with them upon their departure. Pack it in, pack it out.

## **SERVICE PROJECTS:**

BSA units may choose a service project or even a conservation project for an advancement requirement. All users of Camp Ehrhorn are invited to help. Please contact the property manager- prior to your arrival if you are interested in lending a hand.