

Abraham Lincoln Council

**Camp Bunn**

Boy Scouts of America

Phone (217) 529-2727

Property and Facilities Reservation Form

Fax (217) 529-5786

Abraham Lincoln Council properties and equipment are intended for year round use by Scout and non-Scout groups. Properties are of sufficient size to satisfy the physical requirements of multiple users and programs concurrently. The use of this reservation form is necessary for coordinating the needs of each group on a first come first served basis. Forms and payment must be received within 7 days of initial reservation. Please check your group needs and be considerate of the needs of others. PLEASE NOTE: Certain facilities will be available with restrictions while winterized (October 15 - May 15). Weather and ground conditions may require changes in available program areas without notice.

**PLEASE PRINT ALL INFORMATION****Group/Organization Information**

Name of Scout Council or organization requesting facilities:

\_\_\_\_\_

Scout Unit (Pack, Troop, etc.) & Number \_\_\_\_\_  
(if applicable)

On Site Leadership \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Requested Date(s)**From: Date \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Time \_\_\_\_\_ am pm  
mm dd yy (circle am or pm)To: Date \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Time \_\_\_\_\_ am pm  
mm dd yy (circle am or pm)**Anticipated Attendance****Youth** Boys \_\_\_\_\_ Girls \_\_\_\_\_**Adults** Male \_\_\_\_\_ Female \_\_\_\_\_

Number of Vehicles \_\_\_\_\_

	In Council Units	Out Of Council/ Not For Profit Groups	Total Due
<input type="checkbox"/> Camping Site (please specify) _____	\$10 per night	\$20 per night	\$ _____
<input type="checkbox"/> Administration Building	\$25 per day	\$25 per day	\$ _____
<input type="checkbox"/> Chapel	No Fee	No Fee	\$ _____
<input type="checkbox"/> Commissary Building	\$25 per day	\$25 per Day	\$ _____
<input type="checkbox"/> Health Lodge	\$25 per day	\$25 per Day	No Fee
<input type="checkbox"/> Nature Pavilion	No Fee	No Fee	No Fee
<input type="checkbox"/> Rotary Pavilion	No Fee	No Fee	No Fee
<input type="checkbox"/> Archery/Rifle/Shotgun Range Must have certified staff to operate. Additional fees may apply.			\$ _____
<input type="checkbox"/> Climbing Must be reserved a minimum of 6 weeks in advance. Subject to additional fees and staffing availability .			\$ _____
<input type="checkbox"/> Fire Bowl	No Fee	No Fee	\$ _____
<input type="checkbox"/> Observatory (Subject to staffing availability)	\$10 per night	\$20 per night	\$ _____
<input type="checkbox"/> Project COPE Must be reserved a minimum of 6 weeks in advance. Subject to additional fees and staffing availability.			\$ _____
		<b>Total Due</b>	\$ _____

**I have read and agree to abide by the rules and regulations outlined for all property use at Abraham Lincoln Council Facilities and understand that failure to follow said rules may result in forfeiture of funds, and removal from the facility.**

(Signature required)

(Date)

Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Added to Camp Chart 

Abraham Lincoln Council, BSA - 5231 South Sixth Street Road Springfield, IL 62703

Rev. 1/20/2020

**Abraham Lincoln Council, BSA  
Facility Use Agreement**

1. No one/group may use council property/equipment without approval. Properties/equipment must be requested through the Council Service Center at least 1 week in advance.
2. All fees MUST accompany the reservation form in order to secure your reservation.
3. Non-BSA organizations MUST complete a Hold Harmless Agreement and submit a certificate of insurance naming the Abraham Lincoln Council, BSA as an additional insured with a minimum coverage of \$1,000,000.
4. All necessary paperwork MUST accompany the reservation form to guarantee your reservation. Failure to submit all necessary paperwork may result in forfeiture of deposit and non-availability of reserved campsite. In the event of a scheduling conflict, the conflict will be resolved by received date of application. (NOTE: Council scheduled activities always take priority.)
5. Group leaders must check in with the Camp Caretaker or their designee upon arrival. This should be no later than 10:00 pm nor earlier than 7:00 am unless specific arrangements have been made in advance.
6. Group leaders must check out with the Camp Caretaker or their designee prior to leaving the property.
7. Groups must have two adults present at all times, with one 21 and over (second can be 18 and over). The group leader is responsible for each member of the group regarding the health, safety and conduct whilst on the property.
8. The Camp Caretaker or their designee has the authority to expel any group from the property in case of violation of these rules if conduct warrants such action. The Scout Oath and Law are to be observed at all times.
9. Use of camp lakes and waterfront adjacent to council property is permitted, unless otherwise posted. Fishing is permitted in accordance with state law.
10. Vehicles are restricted to paved or gravel roads and are not to be left unattended unless they are in established parking areas. Speed should be limited to no more than 15 mph. **Do not drive on grass or into campsite areas unless instructed to do so by the Camp Caretaker or their designee.**
11. Passenger vehicles must not exceed their seat belt capacity. Riding in the bed of trucks or trailers is strictly prohibited.
12. Bicycles are restricted to areas designed for their use. Helmets and other warranted safety gear is required.
13. Other motorized vehicles, such as, moped, motorcycles and jet ski's are strictly prohibited.
14. Hunting is not permitted.
15. Privately owned firearms are prohibited on council property. Shooting Sports may only be run in accordance with BSA regulations.
16. Users of council property are refrained from entering areas designated "Off Limits".
17. No conservation projects or campsite alterations are to be undertaken without prior approval. Such requests are to be submitted in writing at least 60 days prior to the intended project. An approved list of projects is kept by the Caretaker, which do not require prior approval. Cutting of firewood is restricted to dead and downed trees. Please adhere to the Outdoor Code.
18. Camp and ceremonial fires are to be built in established fire rings and other designated areas. Fires must not be left unattended. The caretaker or his designee has the authority to limit or restrict fires depending on existing fire danger conditions.
19. Transport onto or the use of fireworks is absolutely prohibited on council property.
20. Transport onto or the use of alcohol and illegal drugs is absolutely prohibited on council property.
21. Areas designated as non-smoking, shall be adhered to.
22. Garbage removal is the responsibility of the group. The ALC does not provide for garbage collection.
23. Activities scheduled for council property must be confined to the property boundaries.
24. ALC assumes no responsibility for damage, loss or theft of personal property. Keep vehicles and equipment locked while unattended.