

HORACE AND ALICE MOSES SCOUT RESERVATION

Camp Policy for Outside Groups

Private Rentals, Events, Retreats, and Community Organizations

Everything your group needs to know before, during, and after your event. This handbook applies to all non-Scouting use of the reservation, including weddings, corporate retreats, nonprofit gatherings, family reunions, school and youth organizations, and individual rentals. Scouting units are governed by a separate handbook.

Effective: August, 18 2026

Supersedes: all prior camp usage and cleaning policies for non-Scouting use

Reviewed: annually by the Camp Maintenance Committee

THE FIVE THINGS GROUPS MOST OFTEN MISS

1. A \$1,000 refundable security deposit is due at booking, separate from your rental fee. It is returned within 14 days of a clean check-out.
2. Your certificate of insurance and your vendors are due 14 days before arrival.
3. Do not bring firewood. There is plenty in camp, and moving wood spreads invasive pests.
4. No glitter, confetti, rice, sky lanterns, or released balloons. Ever.
5. Report anything broken, dirty, or missing within two hours of arrival, so your group is not charged for it later.

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PART I Booking and Arrival

1. Purpose and Who This Applies To

This handbook sets out the policies that apply to all non-Scouting use of the Horace and Alice Moses Scout Reservation, owned and operated by the Western Massachusetts Council, Scouting America. These rules are not obstacles. They exist so that every group can count on a safe, clean, orderly, and enjoyable experience at a property we intend to keep beautiful for a long time.

It applies to weddings and private celebrations, corporate retreats and team events, nonprofit and community gatherings, family reunions, school and youth organizations, and individual rentals.

This handbook is incorporated into your facility use agreement. Where the agreement and this handbook differ, the more restrictive provision governs. Your signature on the agreement confirms that you have read these policies and will communicate them to your guests and vendors.

The person who signs the agreement is the party responsible and accepts responsibility for the conduct of every member of the party, guests, staff, contractors, and vendors alike.

2. Reservations, Payment, and Cancellation

- **Payment.** 100% of the rental fee is due when the reservation is booked. A reservation is not confirmed until payment and security deposit are received.
- **Cancellation and refunds.** Cancellations made 60 or more days before arrival receive a full refund of the rental fee, less a non-refundable administrative fee of 25%. Cancellations 30–59 days out receive a 50% refund. Cancellations fewer than 30 days out are non-refundable. The security deposit is returned in full in all cancellation scenarios.
- **Weather and closures.** If the Council closes the property or cancels a booking for weather, fire danger, public health, or safety reasons, the group receives a full refund or a rescheduled date at the group's choice. The Council is not responsible for a group's own decision to cancel due to weather. Outdoor events should have a rain plan; ask the Ranger about indoor capacity when you book.
- **Capacity.** Attendance may not exceed the posted occupancy of the reserved facilities. Increases in group size must be approved in advance and may change the fee.
- **Final details.** A final headcount, vendor list, and event schedule are due 14 days before arrival to allow time to plan parking, access, and staffing.

3. Security Deposit

A refundable security deposit of \$1,000 is required of every outside group.

The deposit covers damage to facilities and grounds, as well as any additional cleaning required after your departure. It is held separately from your rental fee and is not applied toward it.

- **When it is due.** At the time of booking, together with the rental fee. Your reservation is not confirmed until both are received.
- **How it is returned.** In full, within 14 days of check-out, provided the facilities are left in the condition described in Part III and no damage has occurred.

- **When deductions are made.** If additional cleaning or repair is required, the cost is itemized and deducted, and the remainder returned. You receive a written statement with photographs within five business days of departure explaining any deduction.
- **If costs exceed the deposit.** The group remains responsible for the balance, which is invoiced and due within 30 days.
- **A larger deposit may be required** for events exceeding 150 guests, multi-facility bookings, or events involving significant vendor infrastructure such as tenting, staging, or heavy equipment. This is stated in your facility use agreement at booking, never added later.

Most groups get the full deposit back. It is not a fee, and we are not looking for reasons to keep it. The check-out checklist at the end of this handbook is the whole test.

4. Insurance and Vendors

- **Certificate of insurance.** Your group must provide a certificate of general liability insurance naming the Western Massachusetts Council, Scouting America, as additionally insured, in the amount specified in your facility use agreement, no later than 14 days before arrival. Access to the property may be denied without it.
- **Vendors and contractors.** Every vendor you bring on site caterers, bartenders, tent and rental companies, photographers, entertainers, transportation must carry their own liability coverage naming the Council as an additional insured and must be listed on your vendor form 14 days before arrival.
- **Vendor conduct is your responsibility.** Your vendors are bound by every policy in this handbook. Their setup, their breakdown, and their mess are yours.
- **Deliveries and access.** Delivery and pickup times must be arranged in advance with the Ranger. Equipment may not be left on the property overnight before or after your rental window without written approval.

5. Camp Ranger and Check-In

The Camp Ranger and Campmasters are representatives of the Western Massachusetts Council and are charged with supervising the property. Their instructions carry the Council's authority and must be followed by all groups and their guests.

- Every group must check in and check out with the Ranger or Campmaster, including groups that are tenting.
- At check-in, the party responsible provides the names and cell numbers of two adults who will be on site for the duration, and confirms the final headcount and vendor list.
- The Ranger will walk you through parking, water and power access, emergency procedures, assembly points, and the boundaries of your rented area.
- **Walk your facility before you settle in.** If anything is unclean, damaged, or missing, tell the Ranger within 2 hours of check-in. We will address it, and it will not be charged against your deposit. If a pre-existing condition is not reported, we have no way to distinguish it from something that happened during your stay.
- Your group may use only the facilities and areas you have reserved. Other parts of the property may be in use by Scouting units or other renters.

- The Ranger and Campmaster may enter any camp facility at any time for safety, maintenance, or policy enforcement.

PART II Using the Property

6. Facilities and Grounds

The facility your group rents is your home while at camp. You can expect to find it clean on arrival. Leave it in better condition than you found it. Detailed cleaning expectations are in Part III.

- Conserve electricity and central heating in facilities that provide those utilities.
- Do not move furniture, equipment, or program gear between facilities without the Ranger's permission.
- Nothing may be nailed, screwed, taped, or otherwise attached to walls, ceilings, trees, or structures without permission. Approved decorations must be fully removed at check-out.
- Report any damage, hazard, or maintenance problem to the Ranger immediately, whether or not your group caused it.

Latrines and Sanitation

- Latrines are designed for human waste only. Nothing else goes in them: no trash, food, wipes, or hygiene products.
- The latrine nearest your site is your group's responsibility to keep clean.
- Greywater and dishwater must be disposed of as directed by the Ranger or Campmaster. No fire holes, ditches, or grease pits may be dug.

Trash and Recycling

- Place trash in the dumpsters, typically located at the Dining Hall and the camp maintenance area. Separate recyclables where containers are provided.
- **Large events and catered functions** generate more waste than camp dumpsters are sized for. Groups of more than 75 guests, and any catered event, are responsible for hauling out their own trash unless other arrangements are made in writing at booking. Trash left on site is charged against the deposit.

7. Fires, Fuels, and Firewood

- Open fires are generally permitted in designated fire rings. They may be prohibited at any time due to weather or fire danger. Check with the Ranger on arrival.
- No new fire rings may be constructed anywhere without the Ranger's permission.
- Fires must always be attended by a sober adult and fully extinguished cold to the touch before the group leaves the area or retires for the night.
- No open flames of any kind are permitted inside tents or other structures. Candles, luminaries, and fire pits at events require advance written approval.
- Stoves, lanterns, heaters, and any appliance using liquid or pressurized fuel must be used under adult supervision. Refueling is done outdoors, away from structures, on cooled equipment.
- Propane used by caterers must be secured upright, away from guest areas, and removed at the end of the event.
- Portable generators require the Ranger's advance approval, must be placed away from sleeping and guest areas, and must be shut down during quiet hours.
- **DO NOT bring firewood into camp.** Firewood is available on site. Moving firewood spreads invasive pests and is restricted under Massachusetts regulation.

8. Vehicles, Parking, and Drones

- The speed limit throughout camp is 15 MPH.
- Vehicles are confined to areas designated by the Ranger and must be parked in designated parking areas. Parking on grass, roadsides, or in fire lanes is not permitted.
- Events expecting more than 40 vehicles must arrange a parking plan with the Ranger in advance and may be required to provide their own parking attendants.
- Every person in a vehicle must be in a designated seat with a seat belt designed for that purpose. Riding in the back of any open or closed vehicle without proper seating is absolutely prohibited.
- Use of camp vehicles, trailers, and equipment by renters is not permitted.
- All-terrain vehicles, dirt bikes, and snowmobiles brought in by groups are not permitted. Class 1 and 2 e-bikes may be used only on roadways, at 15 MPH or less, with helmets, and with the Ranger's approval.
- **Drones and unmanned aircraft** may not be flown on the property without advance written approval from the Camp Ranger or Council office. This includes videographers. Approved flights must comply with FAA rules, may not be flown over people, aquatic areas, or campsites, and may not be used to photograph individuals without their consent.

9. Trees, Ground Cover, and Natural Resources

- Live trees are not to be cut or damaged unless the Ranger gives explicit instructions to do so. Nothing may be hung, tied, or staked to a live tree without permission.
- Ground cover should generally be left in place. Ground cover removed for fire safety must be replaced.
- Staking of tents, arches, or signage requires the Ranger's approval, so that underground utilities and septic fields are not struck.
- Do not remove, collect, or release plants, animals, or artifacts. Leave No Trace principles apply throughout the property.

10. Alcohol, Cannabis, Tobacco, and Drugs

Prohibited at all times, for all groups, without exception:

- Cannabis in any form and illicit drugs, regardless of state law and regardless of whether a participant holds a medical cannabis card.
- Smoking and vaping inside any structure or tent.

Adult-only private events:

Alcohol service at adult-only private events is governed solely by your signed facility use agreement and the conditions stated there. Where permitted, it will require a licensed and insured bartender or caterer, host liquor liability coverage, and a defined service window and cut-off time. Self-service, BYOB, and unattended bars are not permitted.

Smoking outdoors is limited to designated areas identified by the Ranger, with proper receptacles. Cigarette butts left on the grounds are charged against the deposit.

The Ranger is instructed to enforce these policies and will require any person in violation to leave the property. No refund is issued.

DECISION POINT — for Council review

This section assumes the Council will permit alcohol at adult-only private events under stated conditions. That is a real policy change from the prior blanket ban and needs confirmation from the Council's insurance carrier and from Scouting America regarding alcohol on Council-owned property.

If the Council keeps the total ban, delete the "Adult-only private events" paragraphs and say so plainly in the rental materials, since it will materially affect wedding bookings and should be priced and marketed accordingly.

11. Weapons and Hunting Season

- Firearms, ammunition, bows, and arrows may not be brought onto the property by outside groups.
- Massachusetts firearms law applies on this property in full. Nothing in this handbook authorizes possession that state law does not.
- Range and shooting sports facilities are not available to outside groups except under a separate written agreement with certified supervision arranged through the Council and must be listed on the certificate of insurance.
- During hunting season, licensed individuals may access designated areas of the property with the Ranger's knowledge. Groups on site during hunting season should stay within their reserved area and wear orange blaze when walking wooded trails.
- Chainsaws and powered cutting equipment may not be operated by renters or their vendors without the Ranger's written approval and only by certified personnel.

12. Animals and Service Animals

- No pets of any kind are permitted in camp. Pets belonging to the camp's full-time residents and the Ranger are exempt.
- **Service animals.** Service animals as defined by the Americans with Disabilities Act are permitted and are not pets. Groups are asked to notify the Ranger in advance so that housing and event areas can be planned, but advance notice is not a condition of access. The handler is responsible for the animal's control, waste, and care at all times. Comfort, emotional support, and therapy animals are not service animals under the ADA and are not permitted.
- Animals brought for event purposes — including a dog in a wedding party, horses, or petting-zoo animals — require advance written approval and proof of insurance, and must be accompanied by a designated handler who is not a participant in the event.

13. Groups With Minors Present

This section applies to any outside group with participants under 18 — school groups, youth organizations, sports teams, church groups, and family events with children present.

- No adult may be alone with a minor who is not their own child. Sleeping and shower accommodation must be separated between adults and youth.
- Youth may not be left unsupervised anywhere on the property, including waterfront, trails, and program areas.
- The party responsible must designate and identify to the Ranger the adults accountable for youth supervision at all times.

- Any suspected abuse must be reported immediately to appropriate authorities and to the Scout Executive. Camp staff will not investigate in place of reporting.

14. Waterfront and High-Risk Activities

- Waterfront, aquatics, climbing, COPE, and shooting sports facilities are not available to outside groups as a matter of course. Use requires advance written approval and Council-arranged certified supervision, and carries a separate fee.
- Unsupervised swimming, boating, and use of the climbing or COPE structures are prohibited at all times, for all ages.
- Fishing from shore, away from waterfront areas, is permitted. A Massachusetts fishing license is required where state law requires one.
- Walking on lake ice in winter must be approved by the Ranger.
- Boats brought from outside camp require advance approval and must be inspected for invasive species before launch.

15. Health, Safety, and Emergencies

- Each group must have at least one adult with current first aid and CPR training on site and must bring an adequately stocked first aid kit. Camp does not provide medical staff to outside groups.
- Groups must review the posted emergency procedures and assembly points at check-in and communicate them to all participants and vendors.
- In an emergency, call 911 first, then notify the Ranger immediately. Cellular coverage is limited in parts of the property; identify your nearest reliable signal location at check-in.
- All accidents, injuries, near misses, and property damage must be reported to the Ranger before the group departs.
- The party responsible must be able to account for all participants during any emergency or evacuation. For large events, maintain a guest list.
- **Illness, blood, or bodily fluids:** do not attempt to clean these yourself. Isolate the area and notify the Ranger immediately. We will handle it with the correct equipment and materials, at no charge and with no deduction from your deposit.
- Quiet hours are 10:00 PM to 7:00 AM out of respect for others on the property and neighboring residences.

16. Events, Decorations, and Amplified Sound

Decorations and Setup

- **Prohibited without exception:** glitter, confetti, rice, birdseed, silly string, sky lanterns, and released balloons. These cannot be recovered outdoors and create a lasting problem on the property. Use of any of them results in an automatic deduction from the security deposit.
- Nothing may be attached to walls, ceilings, or live trees without the Ranger's approval. Command strips, zip ties, and freestanding structures are generally acceptable; nails, screws, staples, and duct tape are not.
- Open-flame candles require advance approval. Battery-operated candles are always acceptable.

- All decorations, signage, florals, favors, and rentals must be removed at check-out or on the schedule agreed in writing at booking.

Amplified Sound

- Amplified music and sound must end by 10:00 PM and must be directed away from neighboring properties and any campsites in use.
- Sound levels must be reduced immediately at the Ranger's or Campmaster's request. Repeated failure to do so ends the event.

Photography and Publicity

- Photography of your own event is welcome. Photographing Scouting units, youth, or camp staff who are not part of your event requires their consent.
- Use of the property's name or images in commercial advertising requires written Council approval.

PART III Cleaning and Check-Out

17. The Standard, and What Each Side Provides

You will find your facility clean when you arrive. That is our commitment to you. In return, we ask that you leave it in the same condition or better, ready for the next group to walk into.

This is not a white-glove inspection, and the deposit is not a trap. Almost every group gets the full \$1,000 back. These expectations are written down so that they are clear in advance, not so that anyone gets a surprise deduction.

What the Council Provides

- A clean, ready facility at the start of your rental.
- Trash dumpsters, typically located at the Dining Hall and the camp maintenance area.
- Toilet paper and hand soap in plumbed restrooms.
- A basic cleaning kit in each cabin and lodge: broom, dustpan, mop and bucket, and general-purpose cleaner. Report anything missing at check-in.
- Recycling containers where marked.

What Your Group Should Bring

- Trash bags, paper towels, dish soap, sponges, and dish towels.
- Disinfecting wipes or spray for kitchen and bathroom surfaces.
- Bedding, pillows, and personal towels are not provided.
- Gloves and a scrub brush if your group plans to cook heavily.

During Your Stay

- Keep food sealed and stored off the floor. Mice, raccoons, and bears are all part of the neighborhood.
- Wipe up spills as they happen, especially on wood floors and log walls.
- Take trash to the dumpsters daily rather than letting it accumulate in or beside the building.
- Report spills, breakage, or plumbing problems right away rather than at departure. Small problems handled early stay small and cost less against your deposit.

18. Check-Out Cleaning by Facility Type

The tear-off checklist at the end of this handbook covers the same ground in a form you can post on the door and hand to your vendors.

Cabins and Lodges

- Sweep all floors; mop kitchen and bathroom floors.
- Wipe down counters, tables, and sinks.
- Strip bunks of any personal bedding and leave mattresses flat and uncovered.
- Empty and wipe out the refrigerator; leave the door propped open if instructed.
- Wash, dry, and return all camp dishes, pots, and utensils to their proper places.
- Remove all food, personal items, and decorations.

- Bag all trash and carry it to the dumpster — do not leave bags inside or beside the building.
- Close and latch windows, turn off lights, set heat as directed, and lock doors.

Kitchens and the Dining Hall

- Clean stovetops, ovens, griddles, and grease traps of the residue your group created.
- Wipe down all prep surfaces and sanitize as posted.
- Empty, wipe, and leave walk-in and reach-in coolers clear of your food.
- Run and empty the dishwasher; return all equipment to storage.
- Sweep and mop the full floor, including under prep tables.
- Dispose of cooking grease as directed by the Ranger. Grease may never be poured down any drain or onto the ground.
- Caterers must remove all their own equipment, packaging, and waste before departure.

Restrooms, Shower Houses, and Latrines

- Clean toilets, urinals, sinks, and shower stalls.
- Sweep and mop floors; wipe mirrors.
- Empty all waste containers.
- The latrine nearest your site is your responsibility and is for human waste only.

Grounds, Campsites, and Tent Areas

- Police the entire area for litter, including micro-trash: bottle caps, zip ties, tent stakes, foil, cigarette butts, and cocktail napkins.
- Fires must be cold to touch. Leave ash in the fire ring; do not scatter it in the woods or dump it in the dumpster.
- Return all camp equipment, tables, tarps, and tools to where you found them.
- Replace any ground cover moved for fire safety and fill any stake holes.

Event and Program Spaces

- Remove all decorations, signage, tape, and fasteners. Nothing may be left attached to walls, ceilings, or trees.
- Return tables and chairs to their original configuration and storage location.
- Remove all florals, favors, catering equipment, and rentals before departure, or on the schedule agreed in writing at booking.
- Rental equipment left beyond the agreed pickup window is charged storage at the posted rate.
- Your vendors are your responsibility. Their mess is your mess, and it comes out of your deposit.

19. What We Do Not Expect

So, there is no confusion about where the line sits, your group is not responsible for:

- Deep cleaning, carpet shampooing, floor waxing, or window washing.
- Normal wear and tear.
- Conditions that existed before you arrived and were reported at check-in.

- Cleaning areas your group did not use.
- Biohazard cleanup, which is always ours to handle.
- Grounds maintenance, mowing, or trail work.

20. Prohibited Cleaning Practices

- No pouring grease, paint, chemicals, fuel, or food waste down any drain or onto the ground.
- No dumping greywater or dishwater except where the Ranger or Campmaster directs.
- No bleach or harsh chemicals on log walls, unfinished wood, or historic surfaces.
- No pressure washing without the Ranger's approval.
- No burning trash, food waste, or treated wood in fire rings.
- No disposal of ash, coals, or construction debris in the dumpsters.

PART IV Accountability

21. Inspection, Charges, and Deposit Return

The Ranger inspects each facility after departure. Whenever scheduling allows, we would rather walk through with you before you leave so that anything missed can be fixed in five minutes rather than deducted later. Please ask for a walk-through at check-in — it is the single best way to protect your deposit.

Charges are assessed against the \$1,000 security deposit. Where costs exceed the deposit, the balance is invoiced and due within 30 days.

Condition found at check-out	Charge	Assessed by
Light touch-up (under 1 hour of staff time)	\$100 flat	Ranger
General cleaning beyond light touch-up	\$65 per staff hour / 1- hour min.	Ranger
Trash left on site or improperly disposed of	\$35 per bag or \$100 per load	Ranger
Kitchen or grease cleanup	\$85 per staff hour / 2-hour min	Ranger
Glitter, confetti, rice, or similar prohibited materials	\$350 minimum	Ranger
Decorations, fasteners, or rentals left behind	\$250 removal cost	Ranger
Cigarette butts or litter across grounds	\$65 per staff hour / 2-hour min	Ranger
Damage or vandalism requiring repair	Cost of repair or replacement plus 25% admin surcharge	Camp Maintenance Committee

- A written statement of any deduction, with photographs, is provided within five business days of departure.
- The remaining deposit balance is returned within 14 days of check-out.
- A group that disagrees with an assessment may ask the Camp Maintenance Committee to review it; the Committee's decision is final.
- Repeated failure to meet these standards may affect future reservation privileges.

22. Enforcement and Conduct

All persons on the property are expected to conduct themselves with respect toward other camp users, staff, volunteers, and the property itself. Harassment or discriminatory conduct of any kind will result in removal from the property.

Violation of these policies may result in immediate termination of the event and removal from the property without refund, forfeiture of the security deposit, liability for costs exceeding it, and denial of future reservations. Serious violations will be referred to the Scout Executive and, where appropriate, to law enforcement.

23. Questions and Contacts

If you are unsure whether something is permitted or whether something meets the standard, ask the Ranger before your event rather than after. It is far easier to answer a question in advance than to resolve a problem on site — and far easier to fix something at the door than to explain a deduction a week later.

Camp Ranger: Tim Vogel **Phone:** 413-207-1154

Council Office: Jeffery Morgan **Phone:** 413-594-9196

Emergency: Call 911, then notify the Camp Ranger.

POST THIS ON THE DOOR — AND GIVE A COPY TO YOUR VENDORS

Check-Out Checklist

Complete this and your \$1,000 deposit comes back in full. Then check out with the Ranger.

Everywhere

- ☐ All trash bagged and carried to the dumpster — or hauled out, for large and catered events
- ☐ All food, gear, and personal items removed
- ☐ Floors swept; kitchen and bathroom floors mopped
- ☐ Counters, tables, and sinks wiped down
- ☐ Camp equipment returned to its proper place
- ☐ Any damage or problem reported to the Ranger

Cabins and Lodges

- ☐ Mattresses left flat and uncovered
- ☐ Refrigerator emptied and wiped out
- ☐ Dishes washed, dried, and put away
- ☐ Windows closed and latched, lights off, heat set as directed

Kitchen

- ☐ Stove, oven, and griddle cleaned
- ☐ Coolers cleared of your food
- ☐ Grease disposed of as directed — never down a drain
- ☐ Caterer equipment, packaging, and waste removed

Restrooms and Latrines

- ☐ Toilets, sinks, and showers cleaned
- ☐ Waste containers emptied

Grounds

- ☐ Area policed for litter, including cigarette butts and small items
- ☐ Fire cold to the touch; ash left in the ring
- ☐ Stake holes filled; ground cover replaced

Events

- ☐ All decorations, tape, signage, and fasteners removed
- ☐ Tables and chairs returned to original setup

- ☐ Florals, favors, and rental equipment removed
- ☐ No glitter, confetti, rice, or balloons anywhere on the property

Thank you for taking care of this place. It stays beautiful because groups like yours leave it better than they found it.

Western Massachusetts Council, Scouting America — serving Berkshire, Hampden, Hampshire, and Franklin Counties. This handbook is reviewed annually.