

## HORACE AND ALICE MOSES SCOUT RESERVATION

# Camp Policy for Scouting Units

*Troops, Packs, Crews, Ships, and Council Activities*

Everything your unit needs to know before, during, and after your stay at camp. This handbook applies to all Scouting America units and council activities using the reservation. Non-Scouting groups, private rentals, and outside organizations are governed by a separate handbook.

**Effective:** August 18, 2026

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

**Reviewed:** annually by the Camp Maintenance Committee

**IF YOU READ NOTHING ELSE, READ THIS**

1. Check in and out with the Ranger or Campmaster every unit, every time, including units that are tenting.
2. Do not bring firewood. There is plenty in camp, and moving wood spreads invasive pests.
3. Report anything broken, dirty, or missing within two hours of arrival, so your unit is not held responsible for it later.
4. Two-deep leadership and Safe Guarding Youth always apply everywhere on the property.
5. Bring current health forms for every participant and a first aid kit.
6. Quiet hours are 10:00 PM to 7:00 AM.
7. In an emergency, call 911 first, then the Ranger.
8. Leave it better than you found it and use the check-out checklist on the last page.

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## PART I Using the Camp

### 1. Purpose and Who This Applies To

This handbook sets out the policies that apply to 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 unit can count on a safe, clean, orderly, educational, and enjoyable experience at a property that belongs to all of us.

It applies to all chartered units packs, troops, crews, and ships whether from this council or visiting from another, and to district and council activities on the property. Non-Scouting groups, private rentals, weddings, and outside organizations are governed by the separate Camp Policy for Outside Groups.

All current Scouting America national policies, including the Guide to Safe Scouting and Youth Protection, apply on this property in full. Where this handbook and a national policy differ, the more restrictive provision governs.

The unit leader who signs the reservation accepts responsibility for the conduct of every member of the party, including adults, youth, and guests.

### 2. Reservations, Payment, and Cancellation

- **Payment.** 100% payment is required at the time of reservation. A reservation is not confirmed until payment is received.
- **Cancellation and refunds.** Cancellations made 30 or more days before arrival receive a full refund. Cancellations fewer than 30 days are non-refundable.
- **Weather and closures.** If the Council closes the property or cancels a booking for weather, fire danger, public health, or safety reasons, the unit receives a full refund or a rescheduled date at the unit's choice. The Council is not responsible for a unit's own decision to cancel due to weather.
- **No security deposit is required of Scouting units.** We extend that trust to our own units. In exchange, units remain fully responsible for damage and for any additional cleaning required after departure, as described in Section 19.
- **Insurance.** Registered units are covered under the council accident and liability program. No separate certificate of insurance is required.
- **Tour and activity planning.** Units are expected to complete their own trip planning in accordance with current BSA guidance, including transportation, supervision, and activity qualifications.
- **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.

### 3. Camp Ranger, Campmaster, 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 authority of the Council and are to be followed by all units.

- Every unit must check in and check out with the Ranger or Campmaster. This includes units that are tenting.

- Tenting and campsite assignments are made by the Ranger or Campmaster. Units may not relocate to an unassigned site.
- At check-in, the unit leader provides a current roster, the names and cell numbers of the two adults responsible on site, and confirmation that health forms are in hand.
- **Walk your facility before you settle in.** If anything is not clean, damaged, or missing, tell the Ranger or Campmaster within two hours of check-in. We will address it, and your unit will not be held responsible for it at check-out. If a pre-existing condition is not reported, we have no way to distinguish it from something that happened during your stay.
- At check-out, the unit leader walks the facility with the Ranger or Campmaster or leaves it available for inspection as directed.
- The Ranger and Campmaster may enter any camp facility at any time for safety, maintenance, or policy enforcement.

## 4. Cabins, Tent Sites, and Facilities

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The facility your unit 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 II.

- 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.
- Report any damage, hazard, or maintenance problem to the Ranger or Campmaster immediately, whether or not your unit 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 unit's responsibility to keep clean.
- Greywater and dishwater must be disposed of as directed by the Ranger. No fire holes, ditches, or grease pits may be dug.

### Trash and Recycling

- A Scout is Clean. Place trash in the dumpsters, typically located at the Dining Hall and the camp maintenance area.
- Separate recyclables where containers are provided.

## 5. Fires, Fuels, and Firewood

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### Open Fires

- Open fires are generally permitted in camp. They may be prohibited at any time due to weather, fire danger, or camping location. Check with the Ranger on arrival.
- No new fire rings may be constructed anywhere without the Ranger's permission.
- Fires are to be built and maintained following the procedures in the Scouts BSA Handbook and the current Guide to Safe Scouting.

- Fires must always be attended by an adult and fully extinguished cold to the touch before the unit leaves the area or retires for the night.
- No open flames of any kind are permitted inside tents or other structures.

### Flammable Liquids and Appliances

- Stoves, lanterns, heaters, and any appliance using liquid or pressurized fuel must be used under adult supervision.
- Bulk storage of liquid fuels must follow accepted safety standards as outlined in current BSA policy.
- Refueling is done outdoors, away from structures, on cooled equipment.
- Portable generators require the Ranger's advance approval, must be placed away from sleeping areas and building intakes, and must be shut down during quiet hours.

### Firewood

- Firewood is available in camp.
- **DO NOT bring firewood into camp.** Moving firewood spreads invasive pests and is restricted under Massachusetts regulation. Refer to the camp wood policy, available on our website or from the Ranger.

## 6. Shooting Sports, Chainsaws, and Hunting Season

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- Firearms and archery equipment are not permitted in camp except as part of an established range activity operated under BSA shooting sports standards with certified range supervision.
- Prior arrangements must be made with the resident Ranger before entering camp with firearms, ammunition, or archery equipment.
- All firearms, ammunition, bows, and arrows must be surrendered to the Ranger upon entering camp for secure storage.
- Personal firearms are never permitted at unit activities. Massachusetts firearms law applies on this property in full, including licensing and storage requirements. Nothing in this handbook authorizes possession that state law does not.
- During hunting season, non-Scouting individuals may access designated areas of the property for hunting. The resident Ranger must be aware of their presence, and all state and local hunting laws apply. Units in camp during hunting season should wear orange blaze when off the immediate campsite.
- Chainsaws may be operated only by adults who have completed the approved BSA chainsaw training course, with the Ranger's knowledge. Youth may not operate chainsaws under any circumstances.

## 7. Vehicles, Parking, and Drones

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- The speed limit throughout camp is 15 MPH.
- Private vehicles are confined to areas designated by the Ranger and must be parked in designated parking areas. Vehicles are not permitted in campsites except to load and unload with the Ranger's permission.
- Use of camp vehicles must be authorized by the Ranger.
- Every person in a private or camp 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.

- All-terrain vehicles, dirt bikes, and snowmobiles brought in by units 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. Approved flights must comply with FAA rules and current BSA guidance, may not be flown over people, aquatics areas, or campsites, and may not be used to photograph individuals without their consent.

## 8. Trees, Ground Cover, and Natural Resources

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- Live trees are not to be cut or damaged unless the Ranger gives explicit instructions to do so.
- Ground cover should generally be left in place. Ground cover removed for fire safety must be replaced.
- No fire holes, ditches, or grease pits may be dug.
- Do not remove, collect, or release plants, animals, or artifacts. Leave No Trace principles apply throughout the property.

## 9. Alcohol, Cannabis, Tobacco, and Drugs

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This section admits no exceptions at any Scouting activity, at any time, on any part of the property.

- Alcoholic beverages, cannabis in any form, and illicit drugs are prohibited. This applies regardless of state law or whether a participant holds a medical cannabis card.
- Smoking, vaping, and all tobacco and nicotine products are prohibited in and around all buildings, tents, and program areas, and are never permitted in the presence of youth.
- Prescription medication must be secured and administered in accordance with BSA and Council procedures.
- The Ranger and Campmaster are instructed to enforce this policy and will require any person in violation to leave the property. No refund is issued, and the incident will be reported to the Scout Executive and the unit's chartered organization.

## 10. Animals and Service Animals

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- 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. Units are asked to notify the Ranger in advance so that housing and program 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 program purposes — nature study, merit badge instruction, livestock — require advance written approval from the Ranger.

## 11. Supervision, Safe Guarding Youth, and Quiet Hours

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- Two-deep leadership is always in effect. Under no circumstances may Scouts be left unsupervised.

- All current Scouting America Safe Guarding Youth policies always apply on this property, including no one-on-one contact between adults and youth, separate sleeping and shower accommodations for adults and youth, and the requirement that every registered adult have current Youth Protection Training.
- Every adult staying overnight must be a registered member with current Safe Guarding Youth Training, in accordance with national policy.
- Any suspected abuse or policy violation must be reported immediately to the Scout Executive and to appropriate authorities. Camp staff will not investigate in place of reporting.
- The hours between 10:00 PM and 7:00 AM are quiet hours, out of respect for others in camp. Youth campers should not be outside the immediate vicinity of their campsite during these hours unless under adult supervision.
- Buddy system procedures apply whenever Scouts move about the property.

## 12. Waterfront, Aquatics, and High Adventure

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- All waterfront, aquatics, climbing, COPE, and other high-adventure activities require the Camp Ranger's approval in advance.
- Qualified BSA-certified supervision is required, including Safe Swim Defense and Safety Afloat where applicable, current lifeguard certification, and buddy system procedures. Swim classifications must be current.
- These requirements do not apply to fishing from shore, away from summer waterfronts. 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.

## 13. Health, Safety, and Emergencies

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- Each unit must have at least one adult with current first aid and CPR training on site and must bring an adequately stocked first aid kit.
- A current Annual Health and Medical Record is required for every participant, as required for the type and length of the activity. Units are responsible for keeping these accessible on site.
- Units must review the posted emergency procedures and assembly points at check-in and communicate them to all participants.
- In an emergency, call 911 first, then notify the Ranger or Campmaster 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 or Campmaster before the unit departs and reported to the council office in accordance with BSA incident reporting requirements.
- Units are responsible for accounting for all participants during any emergency or evacuation.
- **Illness, blood, or bodily fluids:** do not attempt to clean these yourself. Isolate the area and notify the Ranger or Campmaster immediately. We will handle it using the appropriate equipment and materials at no charge to your unit.

## PART II Cleaning and Check-Out

### 14. 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 unit to walk into.

This is a good opportunity to put the Scout Law into practice. It also happens to be the single most effective thing a unit can do to keep camp fees down, because every hour of staff cleaning is an hour not spent on the property itself.

#### What the Council Provides

- A clean, ready facility at the start of your stay.
- 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 Unit 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 — these are not provided.
- Gloves and a scrub brush if your unit plans to cook heavily.

### 15. Cleaning 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.
- Sweep out high-traffic entryways as needed. Mud and pine needles travel.
- Assign duty rosters. Youth-led cleanup is part of the program, not a chore to be absorbed by two tired adults on the last morning.
- Report spills, breakage, or plumbing problems right away rather than at departure. Small problems handled early stay small.

### 16. 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.

#### 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 and personal items.
- 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 unit 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.

### **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.

### **Campsites and Tent Areas**

- Police the entire site for litter, including micro-trash: bottle caps, zip ties, tent stakes, foil.
- Fires must be cold to the 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. Camp tents and dining flies must be dry before they are struck and stored.
- Replace any ground cover moved for fire safety.
- Leave the site so the next unit cannot tell you were there.

## **17. What We Do Not Expect**

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So, there is no confusion about where the line sits, your unit 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 unit did not use.
- Biohazard cleanup, which is always ours to handle.

## 18. Prohibited Cleaning Practices

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- 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 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 III Accountability

### 19. Inspection, Cleaning Charges, and Damage

The Ranger or Campmaster inspects each facility after departure. Whenever scheduling allows, we would rather walk through your unit before you leave, so that anything missed can be fixed in five minutes rather than billed later. Please ask for a walk-through at check-in.

No security deposit is collected from Scouting units. Where additional cleaning or repair is required, the unit is invoiced at actual cost.

| 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                     |
| Vandalism or damage requiring repair         | Cost of repair or replacement and a 25% administrative surcharge | Camp Maintenance Committee |

- Charges are communicated in writing to the unit leader and the chartered organization within five business days of departure, with photographs where relevant.
- When vandalism or damage occurs, compensation is required. The Ranger or Campmaster will assess the cost of repair or replacement and collect on the spot or refer the matter to the Camp Maintenance Committee.
- A unit 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 a unit's future reservation privileges.

### 20. Enforcement and Conduct

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

Violation of these policies may result in immediate removal from the property without refund and denial of future reservations. Serious violations will be referred to the Scout Executive, the unit's chartered organization, and, where appropriate, to law enforcement.

### 21. Questions and Contacts

If you have questions about any of these policies, please contact the Camp Ranger or the Camp Maintenance Committee before your arrival. It is far easier to answer a question in advance than to resolve a problem in camp and far easier to fix something at the door than to send an invoice 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 or Campmaster.

**POST THIS ON THE DOOR**

## Unit Check-Out Checklist

*Complete before you leave, then check out with the Ranger or Campmaster.*

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### Everywhere

- ☐ All trash bagged and carried to the dumpster
- ☐ 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

### Restrooms and Latrines

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

### Campsites

- ☐ Site policed for litter, including small items
- ☐ Fire cold to the touch; ash left in the ring
- ☐ Camp tents and flies dry before striking
- ☐ Ground cover replaced

### Before You Drive Out

- ☐ Full head count taken
- ☐ Checked out in person with the Ranger or Campmaster

*Thank you for taking care of this place. It stays beautiful because units 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.*