



## SITE USE REPORT

**Directions:** Before departing the campground, fill in all sections of the Site User Report and Clean-up Checklist and leave in designated drop-off area. Mailboxes are located inside each camp's lodge or outside House by the Side of the Road.

Name of Event: \_\_\_\_\_

Name of Camp: \_\_\_\_\_

Facility Used: \_\_\_\_\_

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

First Adult in Charge: \_\_\_\_\_ Email: \_\_\_\_\_

Second Adult in Charge: \_\_\_\_\_ Email: \_\_\_\_\_

The condition in which we found the site: \_\_\_\_\_

The Site overall could be improved by: \_\_\_\_\_

During our stay, there was damage to: \_\_\_\_\_

During our stay, the following was missing: \_\_\_\_\_

Please note any illnesses or accidents during your stay and describe treatment given:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SITE USE CLEAN-UP CHECKLIST

**Directions: Part of a group’s responsibility when renting is to be sure the area is left clean and safe for the next group. Please use this checklist to help you achieve that. We encourage girl members to assist.**

<u>CHECK FOR ALL RENTALS</u>	YES	<u>CHECK FOR LODGE RENTALS</u>	YES	<u>CHECK FOR PLATFORM TENT/CABIN RENTALS</u>	YES	<u>CHECK FOR PRIMITIVE RENTALS</u>	YES
Pick up all trash, including dropped food		Make sure stove is OFF		Sweep out all tents/cabins		Return all equipment	
Clean latrine/flushie floors		Clean out and wipe down refrigerator		Secure and tie all tents / close windows		Take down all lashings and clotheslines	
Clean toilet seats and floors		Turn heat down to 55°		Return all equipment to where you picked it up		Fill in dishwater drain	
Replenish wood pile with kindling and wood for the next group		Wash down all tables, chair and countertops		Clean up cooking site		Fill in spit pit	
Take home all food		Sweep and mop floors		Clean off dishwater screen		Check fire pit to make sure it is OUT	
Clean off tables and benches		Check all faucets for leaks and drips		Wash out spit pits		Repair grounds under and around tents	
Dispose of trash in dumpster		Turn off all lights		Leave all logs and ashes in fireplace and pits		Clean up camp site. Pick up all litter.	
Burn logs to ash in fireplaces		Close and lock all windows		Remove all lashings and clotheslines		Would we know you’d been there? If so, go back and clean up.	
CHECK FIRE! IS IT OUT? You should be able to put your hand by it and not feel any heat		Lock all doors		Cover over-worn paths			
Leave ashes and logs IN fireplace		Return keys to where you picked them up		Would we know you’d been there? If so, go back and clean up.			

We have completed all of the tasks listed above and hereby report this lodge / campsite / rental area has been left clean and in good condition.

Signature of Girls Assisting (if applicable)

Signature of Adult in Charge (Required)

Date

Troop # (if applicable)