

### FACILITY RESERVATION REQUEST

Reservations must be made through a Circle Ten Council Service Center in person, by mail, or by phone two (2) weeks prior to arrival  
 Units must also file a Tour Plan (if necessary) along with this form two (2) weeks prior to attending camp  
 \* All fees for facility rental are due at the time you submit this form, see attached fee schedule

Type of Unit _____	Unit # _____	District _____	Today's Date _____
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Facility _____ Anticipated Youth _____ Arrival Date ____/____/____ Departure Date ____/____/____ # of days Requested _____ (Incl half days)	District Activity (If applicable) _____ Anticipated Adults _____ Arrival Time _____ Departure Time _____ # of nights requested _____
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Adult submitting form \_\_\_\_\_ Name \_\_\_\_\_ Second Adult Contact \_\_\_\_\_ Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_ Street Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Campsites Requested                      Facilities requested\*                      day                      am or pm                      fee


There is no charge for Circle Ten Council units and districts to use council offices, campsites, pavilions activity fields, etc.

Requestors Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Balance due for Facilities \_\_\_\_\_

Council Use Only:	
Reservation entered by: _____	Date Entered : _____
Received by: _____	Date Received: _____
Approval:	
Stamp	

## FACILITY FEE SCHEDULE

All fees for facility rental are due at the time you submit this form unless otherwise noted  
\$5 per person/Per Day/Night for out of council use of any campsite

	Per Day	Per person
BB Guns	\$10.00	
Rifle (see note)	\$0.10	
Shotgun (see note)	\$0.50	
Archery	\$10.00	

	Per Day	Per person
Climbing tower	\$75.00	
Horses (additional form req'd)		\$10.00
Canoe Rental (additional form req'd)	<i>see add'l form for pricing</i>	
COPE (additional form req'd)	<i>see add'l form for pricing</i>	

<u>Wisdom</u>	Per Day	Per person
Dining hall	\$25.00	
Kitchen+	\$100.00	
North Star (lodge)	\$25.00	
Tembro (lodge)	\$25.00	
Exchange (lodge)	\$25.00	
HQ Training Center	\$25.00	
Training lodge*	\$25.00	
Training lodge* w/ heat	\$75.00	
Activity Center*+	\$100.00	
Activity Center w/heat*+	\$150.00	
Pool		\$5.00

<u>Clements Scout Reservation</u>	Per Day	Per person
Dining Hall+	\$200.00	
Dining Hall w/ heat+	\$250.00	
HQ/Conference Center	\$100.00	
Living Center 1	\$50.00	
Living Center 2	\$50.00	
Living Center 3	\$50.00	
Living Center 4	\$50.00	
Staff Cabin 1	\$50.00	
Staff Cabin 2	\$50.00	
New Staff Cabins (10)	\$75.00ea	
New Staff Cabin Lounge	\$75.00	
Fish Cabin (Meisenbach)	\$35.00	
Pool		\$5.00

<u>Camp James Ray</u>	Per Day	Per person
Dining Hall+	\$200.00	
Dining Hall w/ heat	\$250.00	
Living Center	\$50.00	
Activity Center	\$25.00	
Pool		\$5.00

<u>Camp Constantin - J.D.F. Aquatic Base</u>	Per Day	Per person
Cabin A	\$50.00	
Cabin B	\$50.00	
Cabin C	\$50.00	
Cabin D	\$50.00	
Kitchen+	\$100.00	

<u>Office Use</u>	Per Day	
Harry Hines Office-Dallas	\$150	for outside groups
Stacy Rd - Fairview Office	\$100	for outside groups

- \* Indicates building has heat, but no air conditioning
- + Indicates half day pricing available (half of price listed)

NOTE ON RIFLE & SHOTGUN: Price listed is for each round fired, to be paid to the ranger at the close of your session

Please be prepared to provide proof of payment at check in when you arrive on camp

Bath houses are not available from November 30 to March 1

If you are unable to keep your reservation, please let the Camp Ranger know:

**Camp Constantin** - 940-779-2131; **Camp James Ray** - 903-786-2591; **Camp Wisdom** - 972-298-3177  
**Trevor Rees-Jones Scout Camp/Camp Meisenbach** - 903-675-3781

### \$50 surcharge for payments not made at time of reservation

**Facility Refund Policy:** All fees are transferable to an alternate date

Fees are refundable if request is made to a Circle Ten Council Service Center more than two (2) weeks before the event, less a 10% (minimum of \$5) administrative charge.

50% refund due if cancellation occurs less than two (2) weeks before the event.

No refunds for cancellations received on or after your scheduled arrival day

All refund requests must be submitted in writing or by e-mail to: Accounting Refund Request, 8605 Harry Hines, Dallas 75235

Or email: [Lynette.Hendricks@Scouting.org](mailto:Lynette.Hendricks@Scouting.org)