

**Camp Babcock-Hovey
Check-In/Check-Out List**

Unit: _____ District: _____

Rental: Eagle Lodge, Memorial Lodge, Pedersen Lodge, Winter Cabins 1, 2, 3, 4 Other: _____

- | Check-In | Check-Out |
|----------|---|
| _____ | _____ 1. Beds & Mattresses (# _____) |
| _____ | _____ 2. Smoke Detector (s) |
| _____ | _____ 3. Fire Extinguisher |
| _____ | _____ 4. Carbon Dioxide Detector |
| _____ | _____ 5. Broom & Dust Pan |
| _____ | _____ 6. Ash Bucket (Pederson only) |
| _____ | _____ 7. Floors Swept |
| _____ | _____ 8. Floors Mopped (Eagle and Memorial) |
| _____ | _____ 9. Grounds Clean |
| _____ | _____ 10 Stoves/Refrigerators Clean |
| _____ | _____ 11 Windows Unbroken & Closed/Locked |
| _____ | _____ 12. Rubbish & Garbage Removed |
| _____ | _____ 13. Lights (Including Latrines nearby) |
| _____ | _____ 14. Heaters (Winter Cabins, Memorial and Eagle) |

Upon Check-in-

(Winter Cabins and Memorial Lodge set to 70 degrees when rented)
(Eagle Lodge main room set to 70 degrees, sleeping area set to 68 degrees when rented)
(Eagle Lodge key is on Campmaster ring set)

Upon Check-out-

(Winter Cabins and Memorial Lodge turned to off until thermostat clicks)
(Eagle Lodge main room and sleeping quarters set to 55 degrees)

- | | |
|-------|--|
| _____ | _____ 15. Walls & Doors Not Defaced |
| _____ | _____ 16. Latrine/Showers/Toilets Clean |
| _____ | _____ 17. Latrine Doors Closed and Latched Shut |
| _____ | _____ 18. Fires put out and no new fire pit areas created, no firewood left behind |

In addition to above, Seneca Lake-Eagle Conference Center includes the following:

- | | |
|-------|---|
| _____ | _____ 19. Porch Swept & Tables/Benches Replaced |
| _____ | _____ 20. Folding Tables & Chairs (placed in northern end of Main Hall) |
| _____ | _____ 21. Folding Accordion Doors (hooked back & not defaced) |
| _____ | _____ 22. Venetian Blinds (working & not defaced) |

Comments

All Units **MUST** check out with the Ranger/Campmaster before leaving camp. If you do not check out with a Council Representative you will be charged a \$100 penalty fee.

Camp Ranger/Campmaster

Unit Leader

Camp Ranger/Campmaster to keep on file with "Short Term Camp Agreement to Abide by Rules".

Last Updated: March 2012