



## **TOWN OF WILTON'S CAMP SARATOGA OVERNIGHT OR DAY USE RESERVATION FORM**

**All 5 pages of this registration packet must be completed and returned at least two weeks prior to your program date or your program will be cancelled.**

### **General Information:**

Camp Saratoga located on Scout Road is a former Boy Scout camp now used for passive recreation and environmental education and serves as the main entry to the surrounding NYSDEC lands. The 22-acre area of Camp Saratoga is owned and maintained by the Town of Wilton, see map ([link to map](#)). Scout Pond, also known as Delegan Pond, is a popular fishing location for children at Camp Saratoga. Forms linked below must be filled out and submitted to cover the liability of groups on Town property.

Camp Saratoga is available for group day and overnight use all year except for New Year's Day, Thanksgiving, and Christmas.

Camp Saratoga Facilities available for use include:

- Overnight Cabin Area (Occupancy 8 campers each)
- Dining Hall(Occupancy 140)
- Hilltop Tenting Campsite (Occupancy 40)
- Lean-to Camping Area (Occupancy 20)
- Campfire Areas (Provide your own approved firewood)
- IP Wilton Lodge Multi-use Building (Occupancy 40)
- Barbeque and Pavilion Area

**All requests for Camp Saratoga usage shall be at the discretion of the Town of Wilton. See the last page for the Town of Wilton Camp Saratoga use fees for all non-Wilton Wildlife Preserve & Park programs.**

All organized community groups intending to use Camp Saratoga for a day or an overnight MUST complete and submit the following application forms in their entirety. The maximum number of people permitted at day use events is at the discretion of the Town of Wilton. A refundable damage deposit may be required. All applications for use of Camp Saratoga will be treated equally and will be processed on a first-come, first-served basis. Late submittal of the forms will result in the cancellation of the reservation.

## Checklist of Required Materials for Complete Application (1)

- |     |  |                          |
|-----|--|--------------------------|
| (1) | <b>Completed Application Form</b> (all 5 pages)                                      | <input type="checkbox"/> |
| (2) | <b>Signed Conditions of Use</b>  | <input type="checkbox"/> |
| (3) | <b>Signed Hold Harmless Agreement</b>  | <input type="checkbox"/> |
| (4) | <b>Signed Parking Procedure</b>  | <input type="checkbox"/> |
| (5) | <b>Cert. of Liability Ins.</b> (including sexual molestation coverage if applicable) | <input type="checkbox"/> |
| (6) | <b>Applicable Payment</b>  | <input type="checkbox"/> |
| (7) | <b>COVID-19 Guidelines</b> (if applicable)   | <input type="checkbox"/> |

*If you have any questions about filling out this form, please contact Nancy Riely at 518-587-1939 ext. 239*

*Mail this completed packet to:  
Nancy Riely, Town of Wilton, 22 Traver Road  
Wilton, New York, 12831  
or via email to [nriely@townofwilton.com](mailto:nriely@townofwilton.com)*

### Application Form

Date(s) of Event \_\_\_\_\_

Event Description \_\_\_\_\_

Number of attending Children: \_\_\_\_\_ Adults/Leaders: \_\_\_\_\_

Arrival Date/Time: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

Organization Phone/email \_\_\_\_\_

Name of Program Organizer \_\_\_\_\_

Address of Program Organizer \_\_\_\_\_

Email of Organizer \_\_\_\_\_

Cell Phone of Program Organizer \_\_\_\_\_ Home Phone: \_\_\_\_\_

## Conditions of Use (2)

- This is a pack it in, pack it out facility. All trash is to be removed from Camp Saratoga by applicant. Please bring trash bags to remove your garbage. We encourage you to sort your recyclables.
- There is no drinking water available so all drinking water should be brought by the group.
- No liquid fuels can be used on Town Property.
- No alcoholic beverage or illegal drugs are allowed on Town Property.
- No PETS are allowed by the Town of Wilton for the events covered by the application.
- No firearms or hunting allowed on Town of Wilton's Camp Saratoga Property.
- No ATVs or snowmobiles allowed on Town of Wilton's Camp Saratoga Property.
- All firewood is to be supplied by the applicant and must comply with state regulations about moving firewood.
- All youth activities require continuous observation and supervision by adult supervisors.
- Scout Road is a NO PARKING zone. Parking is in designated lots only. Do not block access road gates.
- Bus parking requires supervision of an attendant and compliance with related parking standards. Buses will drop off the students in the bus loading area on the south side of Scout Road and then can park in the overflow Parking Lot #2.
- Adult road crossing guards/supervisors are required.
- Due to COVID-19 Guidelines I will require facemasks when social distancing of 6' is not possible and I will provide hand sanitizer for all attending.
- If you are an organization, a copy of your COVID-19 guidelines regarding reopening, gatherings etc. will be required.

**I have read, understood, and will comply with the above Rules and Regulations. I understand that failure to comply with them may result in one or more of the following: (1) Eviction from the property; (2) Loss of privilege to return to the property; (3) Loss of part or all of the damage deposit.**

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Signature of Program Organizer:

Date

### Hold Harmless Agreement (3)

**This needs to be signed by the building principal/superintendent or director of the organization that is participating in the program.**

\_\_\_\_\_ (*name of school district/ group*)

shall indemnify, hold free and harmless, assume liability for, and defend the Town of Wilton, its agents, servants, employees, officers, and directors for any and all costs and expenses, including but not limited to, attorney fees, reasonable investigative and discovery costs, court and all other sums which the Town of Wilton, its agents, servants, employees, officers, and directors may pay or become obligated to pay on account of any, all, and every demand for claim or assertion of liability, or any claim or action funded thereon, arising or alleged to have arisen out of \_\_\_\_\_'s (*name of school district/group*) use or real or personal property belonging to the Town of Wilton, its agents, servants, employees, officers, and directors or by any action or omission by \_\_\_\_\_, (*name of school district/group*) its members, agents, servants employees, officers, or directors.

\_\_\_\_\_  
School District or Organization's Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date(s) of Program at Camp Saratoga

## Program/Event Parking Procedure (4)

- All buses are required to access Camp Saratoga on Scout Road off of Edie Road. There is a low clearance railroad bridge that many buses cannot get under if they come from Route 50 onto Scout Road.
- All passengers will be discharged from the buses onto the Camp Saratoga Bus Discharge Parking Zone on the south side of Scout Road.
- After unloading, the buses must be parked in Parking Lot #2. It is accessed further down Scout Road, where there is a left turn into the driveway of the parking lot before the railroad underpass.
- No students, children or minors may be used as traffic guards.
- Parents and chaperones may park in Parking Lot #1. The Town of Wilton denies any grant of authority of exclusive use by the applicant within Parking Lot #1. This parking lot may be used by the public during your field trip/program.
- The use of Parking Lot #1 is first-come, first-served basis.
- Under no conditions is general public parking permitted on either side of Scout Road.

I have read, understand, and will comply with all the above stated parking requirements.

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Applicant Signature

Date

## Instructions for Obtaining the Required Certificate of Insurance

For your visit, you need to request a Certificate of Liability Insurance from your insurance carrier with a minimum of \$1,000,000 CSL with the Town of Wilton, 22 Traver Road, Gansevoort, NY 12831, named as an additional insured and the following wording in the Description of Operations "Town of Wilton is provided additional insured status for general liability, automobile and umbrella as required by written contract agreement. Coverage is primary and noncontributory basis. Waiver of subrogation applies to general liability, automobile, workers compensation and umbrella coverage", ten (10) day written notice of cancellation, and specifying the date(s) or your group/organization use. If you are coming on multiple dates or have a back-up date scheduled, those need to be listed. If your organization rental includes children participating, your certificate of insurance must indicate that there is Sexual Molestation coverage incorporated. This certificate needs to be submitted with the application which needs to be received at least two weeks prior to the field trip/program date. **Mail the completed packet to: Nancy Riely at Town of Wilton, 22 Traver Road, Wilton, New York 12831**

## CAMP SARATOGA USER FEES (5)

*Include this form, if applicable, with payment and your completed application.*

*Mail the completed packet to: Nancy Riely at 22 Traver Road, Wilton New York, 12831*

Area	Fee	Total Amount
<b>Overnight Cabin Area - Four Cabins</b> (Occupancy 8 campers per cabin per night)	\$20.00/cabin per date	
<b>Dining Hall (daily fees)</b>	\$50.00 Meetings	
	\$50.00 Kitchen and Equipment Only	
	\$100.00 Combined Use	
<b>Hilltop Tenting Campsite</b> (Maximum Occupancy 40)	\$20.00 per date	
<b>Lean-to Camping Area</b> (Maximum Occupancy 20)	\$30.00 per date	
<b>Campfire Area</b> (No Overnight Use)	\$25.00 per day	
<b>I.P. Building Multi-Function</b> (Maximum Occupancy 40)	\$50.00 per date	
<b>Barbeque and Pavilion Area</b> (Maximum Occupancy 50)	\$50.00 per date	
	<b>Total Enclosed</b>	

*Please make checks payable to "Town of Wilton - Camp Saratoga NOTE: The Town of Wilton may require the applicant to provide, at the applicant's expense, temporary sanitary facilities (Porta-Johns.)*