



Guidelines for Third Party Use of Institutional Camps

As per Institutional Camp Policy #50.10, written approval from the Park Supervisor authorizing third party use of the land and improvements must be in place prior to such use occurring.

The Institutional Camp Lessee must submit an "Application for Third Party Use of Institutional Camp Lease" to the Park Supervisor for consideration/evaluation prior to any use occurring by any other party not named on the Institutional Lease.

Third Party use must be charitable, religious or educational. Some examples of use that would be considered are:

- Outdoor education group;
- Church retreat camp for religious programming;
- Service group programming (ie Girl Guides, Boy Scouts)
- School Groups for Educational Programming

Activities that are considered to detract from a park setting, will not be permitted. Activities should not conflict with commercial facilities/services offered in the park. All third party applicants will operate under the same conditions, clauses, rules, Acts and Regulations as the Institutional Camp Lessees. Liability Insurance in the amount of \$2,000,000 is required by all third party applicants and must be attached to the application. The application must be completed in full – incomplete forms will be returned. Fee for use is \$25 per day or partial day. The park will provide an invoice to the Lessee.

The following information is required:

- A written description of the intended use ;
- Contact information for third-party applicant;
- Start date and completion date of the activities;
- A description of utilities required - ie water, sewer, electrical systems, natural gas, phone lines, etc.;
- Prior to the event, proof of adequate insurance coverage (must be attached to the application);
- Prior to the event, copy of agreement between Lessee and third party;

PCS staff will evaluate the application and provide a decision to the lessee. If approved, a permit will be issued by the Park.

Timing

Specific time limits for final approvals may at times be difficult to provide, especially during peak season (summer). It is advisable to submit an application form well in advance of the event. It is important to submit an accurately completed application to avoid delays. The more information an applicant provides in support of the application, the faster it can be processed.