

**WINNEBAGO COUNCIL  
BOY SCOUTS OF AMERICA**

**COPE CHALLENGE COURSE**

**COPE RESERVATION FORM**

Ingawani Adventure Base  
2482 Grand Avenue  
Waverly, IA 50677



Challenging Outdoor Personal Experience

**Scouting Members:**

Unit No. \_\_\_\_\_

District: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

**Non Scouting Organization**

Organization \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Reservation to be coordinated through the**  
Winnebago Council, BSA  
2929 Airport Boulevard  
Waterloo, IA 50703  
319-234-2867  
Winnebago.COPE@Scouting.org  
FAX: 319-234-0153

**Complete All Reservation Information Below:**

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

End Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

# of Participants - Youth: \_\_\_\_\_ Adult: \_\_\_\_\_

Leader/Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Ph: \_\_\_\_\_

	Group Rate:	Scout	Non-Profit	Corporate	Rate	# of Persons / Days	Total
<b>COPE COURSE</b>							
High & Low COPE Participants		\$25	\$40	\$70	per person <input type="text"/>	X <input type="text"/>	= <input type="text"/>
Low COPE ONLY Participants		\$20	\$30	\$60	per person <input type="text"/>	X <input type="text"/>	= <input type="text"/>
A 10 participant minimum is required.							<b>TOTAL</b> <input type="text"/>

Please check which applies: LOW COPE ONLY \_\_\_\_\_ HIGH COPE ONLY \_\_\_\_\_ or BOTH LOW & HIGH \_\_\_\_\_

**SIGNATURE:** I have read and fully understand the terms of reserving COPE and it's cancellation policies as indicated on the back of this form

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*To help ensure COPE Director / Instructor availability for your COPE Event, please try to return this completed COPE Reservation Form at least 3 weeks prior to your COPE Event. Thank You!*

**Please note:** Your group will be billed after your C.O.P.E. Event.

*Please be as realistic as possible with your number of participants as your group may be billed for Directors/Instructors projected to be needed (based on the numbers above).*

**COPE RESERVATION PRACTICES:**

*The Unit / Organization agrees that:*

**1. RESERVATIONS**

Reservations are made through the Winnebago Council Service Center using the COPE Reservation Form.

- a. Priority is given to Council Functions
- b. Accepted on a first come basis
- c. Reservations must be in writing

**2. CANCELLATIONS**

All fees are non-refundable but are transferable to another date as follows:

- a. 100% of fees are transferable if cancellation is received 15 days prior to activity (must be used within 90 days of original reservation)
- b. 50% of fees are transferable if cancellation is received 14 days prior to activity (must be used within 90 days of original reservation)
- c. 25% of fees are transferable if cancellation is received 1 day prior to activity (must be used within 90 days of original reservation)
- d. No fees are transferable for NO SHOWS.

**3. LEADERSHIP FROM THE GROUP**

At least 2 adults must accompany all youth groups and be in attendance at all times during their stay. One adult must be at least 21 years of age, the second must be at least 18 years of age. For B.S.A. groups, at least one adult must be registered with the B.S.A.

**4. HEALTH & ACCIDENT INSURANCE**

Health and accident insurance is a individual and parental responsibility, secondary insurance is provided by the Winnebago Council.

**5. LIABILITY INSURANCE & HOLD HARMLESS AGREEMENTS**

Non B.S.A. groups must provide a certificate of liability insurance with policy limits of at least one million dollars, naming the Winnebago Council and the Boy Scouts of America as a co-insured. Non-Scout Youth Groups must also sign an organizational hold harmless agreement. If you are participating in COPE, a hold harmless agreement must be signed either by/for the group or if and adult (18 years of age) by the individual.

**6. RESTRICTIVE ACTIVITIES**

No alcohol, illegal drugs, firearms, or fire works are allowed on Scout property. Groups in violation will be asked to leave forfeiting their fees.

**7. MOTORIZED VEHICLES**

All motorized vehicles must remain on designated camp roads and are subject to other restrictions due to season and activity. No riding in truck beds or trailers.

**8. DAMAGES & CLEAN UP**

The unit or organization is responsible for all damages and clean up charges. Charges incurred will be at replacement cost plus labor at \$40/hour.

**9. SMOKING & TOBACCO PRODUCTS**

Smoke-Free Policy: All buildings and facilities (campsites, program areas and staff areas) under the control of the Winnebago Council, are designated as non-smoking. Smoking outside entrances/exit doors is not permitted at any location and will not be permitted within 100 feet of the participants of any Scouting function, meeting or activity.

**10. HEALTH FORMS: COPE**

Each COPE participant must turn in to the COPE Director the day of the activity a health history form provided by the Winnebago Council, BSA. If the form is not turned in or has not been filled out properly, the individual will not participate.

**RANGERS CHECK OUT REPORT**

UNIT OR GROUP: \_\_\_\_\_

LEADER: \_\_\_\_\_

FACILITIES USED: \_\_\_\_\_

NUMBER OF YOUTH: \_\_\_\_\_ ADULTS: \_\_\_\_\_

COMMENTS/CHARGES:

\_\_\_\_\_ BUILDING CLEAN

\_\_\_\_\_ GROUNDS CLEAN

DAMAGES/CLEAN UP

CLEAN UP CHARGE: \_\_\_\_\_

WINDOWS: \_\_\_\_\_

DISCHARGED FIRE EXTINGUISHER: \_\_\_\_\_

OTHER (EXPLAIN): \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_