

Camp Libbey Registration Procedures

RESERVATION PROCEDURES

Reservations are only accepted 6 months in advance (see table below). If a weekend is split between 2 months, with the first falling on a Saturday, reservations for that weekend will not be taken until the later opening date.

Opening Date	Reservations taken for:	Opening Date	Reservation taken for:
September 1 st	September-February	April 1 st	April-May & August-September
October 1 st	October-March	May 1 st	May & August-October
November 1 st	November-April	June 1 st	August-November
December 1 st	December-May	July 1 st	August-December
March 1 st	March-May & August	August 1 st	August-January

****Campsites are not open to troops June, July or first part of August due to Resident Camp**

APPLYING FOR A SITE

1. Call Camp Libbey at 1-800-356-1447 or 419-784-5888 to reserve a building or tent unit. A copy of the completed reservation form will be sent to the troop leader.

Please note: You must have a person(s) currently certified in Troop Camp Training and First Aid at the time the reservation is being made.

2. Troop leader or adult accompanying the troop signs the reservation form.
3. Return the green reservation form signed, along with at least 50% of the campsite fee to the Camp Libbey office within three weeks.
4. Retain the white copy of the reservation form for your records.
5. Balance must be paid 2 months prior to reservation date.
6. Once balance is paid, a confirmation packet will be sent to you.
7. If the deposit is not paid within three weeks or the balance is not paid 2 months prior to reservation date, we will fill your spot with a troop from our waiting list and the troop loses their deposit.

CONFIRMATIONS

A troop camp confirmation packet will be mailed to the adult in charge of the activity after the full fee and signed reservation form is received by the Camp Libbey Office.

SISTER TROOP OR BUDDY TROOP CAMPOUTS

If a troop plans to share a cabin or tent unit with another troop, please designate one troop as the hostess troop. The hostess troop is responsible for all arrangements under their troop number.

CANCELLATIONS/CHANGES/REFUND POLICY

1. Cancellations or changes to reservations can only be made by the person listed on the front of the **Camp Libbey Troop Camp Reservation Form**.
2. All cancellations or changes **must be made in writing** to the Camp Libbey Office.
3. Cancellations or changes must be made two (2) months prior to the date scheduled in order to receive a refund less a \$5.00 handling charge.
4. Troops/groups canceling with less than a two-month notice will receive a refund (minus \$5.00 handling charge) **ONLY** if the campsite can be rented to another troop/group.
5. Camp Libbey will make every effort to re-rent a canceled campsite.
6. Once a campsite is canceled, the troop/group forfeits the right to use that facility unless special arrangements have been made with the Camp Libbey office no less than 48 hours prior to visit.
7. Camp Libbey reserves the right to use a canceled campsite as needed.
8. "NO-SHOWS": When a troop fails to use the site as scheduled without proper notice to the Camp Libbey Office, no refunds or rescheduling will be allowed.
9. When Camp Libbey is forced to close a campsite due to severe weather or other emergencies, the scheduling office will notify the person in charge. These troops will be rescheduled or the fee paid (minus food service fees) will be refunded.

CAMP LIBBEY CAMP SITES:

TENT UNITS	CAPACITY	MAY & AUGUST-OCTOBER
Watzi	40	\$30/night
Jakata	36	\$30/night
Frontier	32	\$30/night
Sherwood	36	\$30/night
Skandy (Primitive camping)		\$30/night

Not available November - April.

Fees are based on \$3.00/bed in the building.

BUILDINGS	CAPACITY	YEAR-ROUND
Sweet Breeze Cluster, Truth, Anthony, or Blackwell Lodges	16 each	\$48/night
Linden House	28	\$84/night
Woodland (Whole Unit)	40	\$120/night
Juliette Low Lodge	32	\$96/night
Administration Bldg (Large Rm)	75	\$50/day
Administration Bldg (Small Rm)	50	\$40/day
Dining Hall		\$75/day
Meal Service	50-150	Cost will vary for each meal. Call Camp for prices.