

Shepherd Park Scout Activity Centre – Terms of use/site rules

Version 1.3 – effective for all users from 1st September 2023

General Camp Site:

- Please respect our neighbours when entering and leaving and during your time on the site, try to minimise any disturbance and noise.
- We ask that you respect our night time quiet policy between the hours of 10:30pm to 7:00am.
- There are a number of areas that are out of bounds, see appendix 1 for maps detailing this.
- Please ensure that you pitch camping equipment on the correct allocated field. Field allocation will be discussed at time of booking.
- Digging of pits or trenches is not permitted on site.
- Fires are permitted only in designated areas – South field campfire circle, South field altar fire, North field campfire circle. Wood is available in wood piles, dead wood from around the site may be used, no wood may be taken from trees.
- Cutting or lopping of trees/hedges is not permitted for firewood or pioneering.
- No washing of cooking equipment should take place at the outside taps. Washing up should take place in the kitchen or toilet block washing up station.
- Chemical toilets may only be emptied in the cess pit at the rear of the main building. This must be supervised by an appropriate adult.
- Entrance gates are to be closed but not locked at dusk of each day.
- All rubbish is to be removed from the site.
- The climbing of trees is not permitted.
- Any temporary structures should be dismantled after use.
- Gas bottles and other flammable items should be stored outside.
- Pets are prohibited on site except with the permission of the Shepherd Park Centre Manager or Bookings Coordinator
- The site is only for use by Scouts, Guides and DofE groups.
- Groups using the site must ensure that The Scouts' recommended minimum adult to young person ratios for Nights Away experiences are met – the only exception to this is where a Nights Away Event Passport is being used by members of The Scouts, with the approval of the Shepherd Park Team
- Please leave the site in a clean and tidy condition.
- Smoking may only take place on site if in line with Scouts guidelines, no smoking may take place in front of young people, this includes e-cigarettes, a designated smoking area with appropriate disposal facilities, should be set up away by all users.
- No alcohol may be consumed by those under the age of 18 at any time. Adults (over 18) may consume alcohol but must follow the Scout Association's Alcohol Policy at all times, regardless of the organisation to which they belong.
- Illegal Substances of any classification are not allowed on the campsite at any time.
- Any electrical appliances brought to the campsite and used there must be safe, in good working order and used in a safe manner. All electrical appliances belonging to the hirer must be checked annually to ensure they meet current safety standards.
- Users of the site may only carry out site maintenance with the approval of the Shepherd Park Centre Manager.

- Any groups using the site must possess and appropriate, in date, first aid kit and must have immediate access to someone with a current first aid qualification, minimum first response or equivalent. The Shepherd Park team should also be informed of any accidents by filling in the site accident book.
- The use of drones is prohibited unless authorised in writing by the Shepherd Park Team.

Vehicle Access to camp site:

- A speed limit of 5 m.p.h. is imposed on all vehicles when moving around the site.
- All vehicles are restricted to designated road ways and parking areas, unless prior permission has been sought from the Shepherd Park team to take vehicles on to other areas of the camp site.
- All vehicles to be in the car park by dusk, and before the arrival of young people.
- The car park is out of bounds to young people unless accompanied by an adult, road crossing must also be supervised.
- No caravans or camper vans in camping areas without prior arrangement

Use of Main Hall, Toilet Block, Facilities and Activities:

- When using the main hall, ensure fire exits are not blocked
- Please ensure toilet facilities are used between adults and young people in line with safeguarding procedures.
- No facilities or activity equipment are to be used without prior booking.
- A responsible adult is to conduct a risk assessment of any activity/equipment before allowing the equipment or activity to be used. Please report any issues to the Shepherd Park team.
- All hired equipment (tables, chairs etc.) are to be returned to the correct storage location and stored in a safe and secure manner. Any breakages or faults are to be reported to the Shepherd Park team.
- At the end of the hire period all food is to be removed from fridges and freezers, and the main hall, all toilets, all showers, and the kitchen/washing up area are to be cleaned and left in a satisfactory state. This includes sweeping the floors, cleaning out the fridge, flushing/cleaning toilets and urinals and removing all rubbish.
- When you leave the main hall please be sure to turn off all lights and heaters / appliances, ensure all doors are closed and lock the main door. When you leave the toilet block please be sure to turn shut all doors, turn off all switches and turn off the water to the building.
- All gates and barriers are to be closed and locked at the end of the hire period. However, if other users are on site please ensure that they know it is their responsibility to carry this out before leaving.
- Keys for the site are to be returned immediately to the key safe at the rear of the building (code is provided to users).
- If any keys are lost please inform the Shepherd Park team. This may result in a financial penalty for the replacement of keys and locks.
- If you discover any issues or any faults with equipment/ facilities, please inform the Shepherd Park team.

Thank you for taking the time to read the site terms of use/rules. Following these rules will ensure a safe and fun filled visit, whilst looking after our site.

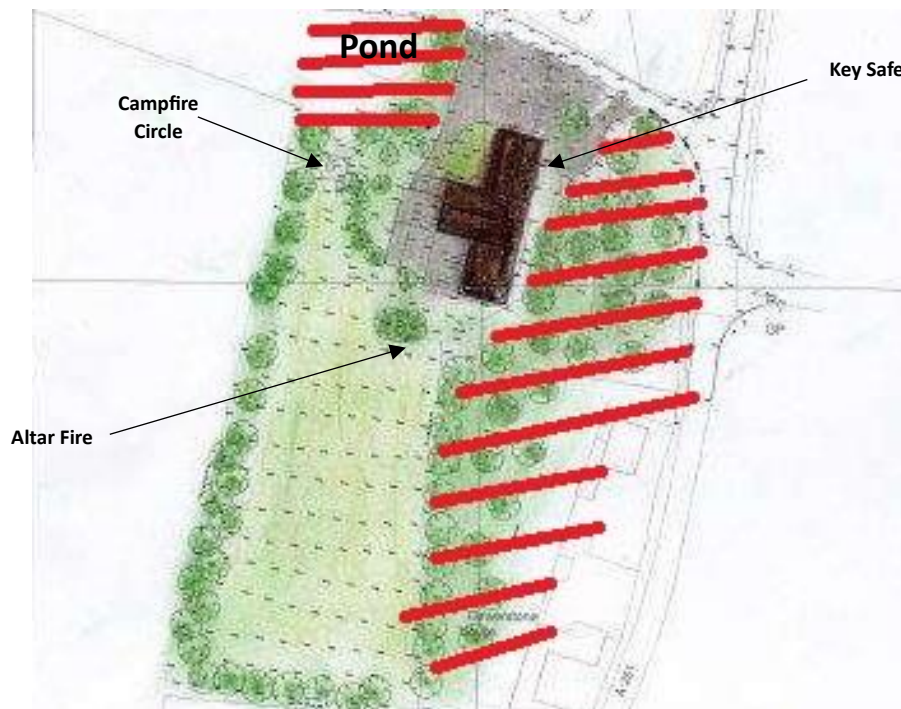
Appendix 1 – Out of bounds areas - Areas marked in red are out of bounds.

North Field



Wooded areas to the East and South of the North Field are out of bounds due to proximity to neighbours and roads.

South Field



Wooded areas to the East of the South field are out of bounds due to proximity to neighbours. The pond in the Northwest is out of bounds as this is the outfall for the road drainage so contains oil and petrol distillates.