

## VON OVEN PROCEDURES

(Please keep this form for your information.)

- 1) Fill out the registration form and mail it with your deposit to the address listed on the registration form. Be sure to fill in ALL areas of the form. Questions may be directed to the Von Oven Information Line 630-375-7530 (using mailbox #1). Don't forget that you are required to turn in a tour permit. It is necessary to turn it in no later than when you pick up the keys. The balance your group owes is **due when you pick up the keys**. All checks are payable to "Von Oven Scout Reservation."
- 2) Once your registration form and check are received you will receive confirmation by mail. Information about where to pick the keys and other pertinent information will be on the card. Also, if we are not able to honor your request you will be notified.
- 3) You are required to make arrangements to pick up the keys. Keys must be returned immediately after the event unless other approved arrangements are made with Von Oven. There is a **\$10 (ten dollar) late fee if keys are not returned on the specified date**. We are sorry that this is now necessary.
- 4) If your group exceeds 120, you must provide portable sanitation units @ one (1) per twenty (20) additional people. You must make the arrangements and provide this information to Von Oven.
- 5) For overnight stays, checkout is noon unless other arrangements are made.
- 6) The lock to the front gate must not be locked when people are inside the camp. The gate can be closed, but for safety reasons, the fire department requires that it not be locked.
- 7) Cars are not to be driven beyond the parking area unless you have permission from the Von Oven Committee.
- 8) Quiet is to be observed from 10:00 PM to 6:00 AM Sunday night through Thursday. Friday and Saturday nights from 10:30 to 6:00 AM.
- 9) Alcohol is NEVER allowed. Pets are not allowed. Please respect our wildlife.
- 10) When leaving, turn off cabin lights. The cabin is to be swept and mopped after use. Tables and chairs put away. Water, latrine, cabin, and gate are to be re-locked.
- 11) There is NO COOKING in the cabin fireplace. Use the fireplace properly and clean it out before you leave. A metal ash bucket is provided. Ashes are to be put in a fire ring outdoors and properly taken care of. Stoves and lanterns using liquid fuel are *not* allowed in the cabin. Space heaters *cannot* be used in the cabin.
- 12) Standing trees, alive or dead, are not to be cut or defaced.
- 13) Fires are to be built *only* in existing fire rings. Cold ashes should be left in the fire rings.
- 14) There is no trash pick up at Von Oven, so please bring garbage bags and take your refuse with you.
- 15) Your group will be assessed the cost of any repairs for damage done to the camp. All lost locks must be paid for at checkout time. Please pay for all phone calls made on the camp phone located in the cabin. (Please put 25 cents per call in the metal box mounted on the wall next to the phone).
- 16) Cancellation policy: Although your deposit is non-refundable, if you cancel your event a courtesy call would be greatly appreciated (bad weather does not automatically cancel an event - you must call to cancel). If you find out that you will need to cancel, please notify us as soon as possible so that the property will be available to some other scout group.

17) Please remember to "Leave No Trace" and to practice safe scouting for everyone's enjoyment!!

Day Use:	\$15 - up to 25 people	\$60 - 76 to 100 people
(Per Day)	\$30 - 26 to 50 people	\$75 - 101 to 125 people
Effective 1/01/05	\$45 - 51 to 75 people	\$90 - 126 to 150 people
		\$15 increments per 25 people

Overnight: Tent: \$2.00 per person/night (\$25 minimum per night)  
Cabin: \$45/night - maximum 20 people sleeping

All funds are used for general upkeep, utilities, and improvements and are the only available source of operating revenue.

Location of Camp: 701 S. West Street, Naperville (on the west side of the street between Sportsman's Park to the south and the soccer fields on the north, and kitty corner to Naperville Central High; also located between Hillside and Martin Ave.) *Look for the chain link fence.*

Some routes are:

From Rt. 59: take Aurora Rd to West Street, turn right, entrance on right just past traffic signal.

From Rt. 53: take Warrenville Road or Ogden Avenue to Washington Street, go south and through downtown Naperville. At Aurora Avenue turn right. Just past Naperville Central H.S. turn left onto West Street. Just past next light look for the entrance on right hand side.

From 75th St.: from the east or the west, go to Rickert Drive and go north, at signal light turn north onto West St. You will pass the garden plots on the left. At signal light at Martin, start looking for Von Oven entrance on left. If you get to another signal light, you've gone too far.