



Tower Grove Park is honored to host your summer camp in our park. To better plan for your summer camp experience, please read the General Information below.

1. **BOOKING:** Tower Grove Park requires summer camps to book a location through a pavilion/picnic site/event venue rental. This ensures that we know of your presence in the Park, can increase ranger surveillance during camp hours, and can increase rest station maintenance in the area. You are not bound to the reserved area and are encouraged to move freely around/explore areas of the Park. For more information on locations & rates, please view our [Rental Map](#).
2. **APPLICATION PROCESS:** Please complete the [Summer Camp Request Form](#) and submit to the Education & Volunteer Coordinator, Lauren Sawyer, at lsawyer@towergrovepark.org. Upon review, you will be contacted within 3-5 business days to finalize details of your request.
3. **PAYMENT:** Upon acceptance of request, Tower Grove Park will send an invoice for payment. Please drop off or mail checks to 4257 Northeast Dr, St Louis MO 63110. Checks can be made payable to Tower Grove Park ATTN: Liz Hickox. Payments must be made 30 days prior to start of camp.
4. **CANCELLATION:** Tower Grove Park does not administer refunds if camps are cancelled. In the event of a cancellation, you will be given credit in the amount paid and you will be able to reschedule within the calendar year.
5. **REQUIRED DOCUMENTS:**

At least 3-weeks prior to camp, the following documents must be submitted to the Park. This will allow the Park to provide adequate support and to premeditate unnecessary issues.

 - (a) [Camp Policy/Procedures](#)
 - (b) [Daily Schedule](#)
6. **COVID-19:** *The Covid-19 pandemic is on-going and requires the utmost attention and care. The novel coronavirus, Covid-19, is an extremely contagious virus that spreads easily through person-to-person contact. Outside space, physical distancing, face coverings, and disinfectants are recommended to prevent the spread of the virus. Covid-19 can lead to severe illness, personal injury, permanent disability, and death. In your [Camp Policy/Procedures](#), please be sure to provide detailed information on how you will actively combat further spread of the virus.*
7. **CAMP POLICY/PROCEDURES:** Outlined below are some guiding questions to help with drafting your [Camp Policy/Procedures](#).
 - (a) Please also explain how you plan to prevent transmission of Covid-19. ([Health pre-screening form](#), temperature check, etc)
 - (b) Where is the pickup/drop off location? What time is pickup/drop off? How will campers be checked in/out?
 - (c) Are face coverings and masks required? If not, why not?
 - (d) Will there be disinfecting cleaners on hand? (Hand sanitizer, wipes, spray, etc)
 - (e) How many people, including counselors/volunteers will be present? What is the adult to camper ratio?
 - (f) Do you plan to create/separate into pods to keep numbers lower?
 - (g) What is your plan in the case of inclement weather? How will you convey changes?
 - (h) Where will campers keep their personal belongings? Tower Grove Park is a public space, will there be someone to attend/keep an eye on belongings?

Return form to the Education Coordinator
lsawyer@towergrovepark.org
(314) 649-8920