



Policy Number:
20061022

Department:
Corporation

Policies and Procedures

1 Definitions/Abbreviations

CMA – Council of the Magickal Arts, Inc.

MDLF – Managing Director of Land and Facilities

2 Policy

The objective of this policy is to establish uniformity, clarity, accuracy and consistency in leasing designated camping sites surrounding established or newly approved fire pits/rings for use during CMA sponsored events.

3 Purpose

The purpose of this policy is to assure fair and equitable access for any CMA member or group of members to lease a designated camping site, outline clearly the responsibilities of the group and CMA in establishing and maintaining the designated camping site and outline any and all restrictions to improvements made to each campsite. The policy also outlines how leases may be transferred or released back to CMA.

4 Scope

The scope of this policy applies to the Council of the Magickal Arts, Inc. and its members. The scope extends to any and all contemplated lease agreements of this type. When a lease agreement is executed, it legally binds CMA and the lessee to the terms and conditions of that contract.

5 Responsibility for Implementation

The Managing Director of Land and Facilities is responsible for implementing this policy. A committee may be established or staff may be assigned by the MDLF to administer this policy.

Adopted Date: 10/22/06
Revised Date:

Page 1 of 5 pages

6 Related Policies and Procedures: Cost

The initial cost for creating/designating of a campsite will be \$50. These funds, along with any lease payments, shall be designated for the express purpose of land maintenance and membership approved development. Subsequent payments of a site use fee are \$15 per quarter payable beginning the 1st quarter following the initial payment, and shall be payable no later than two business days from the beginning of each quarter (Jan. 1, April 1, July 1 and Oct. 1). Failure on the lessee's part to make the quarterly payments within 10 business days of the beginning of each quarter can result in the forfeiture of the lease and the area being placed back to the "general camping" status. Lump sum lease payments may be made for a period of up to five years in advance.

7 Grandfathered Campsites

CMA recognizes that tradition has established several group camping sites formed by CMA members over the last several years. These include, but are not limited to:

- Pooh Camp
- Refugee Camp
- The Lair
- The Clans
- Quiet Haven
- Amethyst Camp
- Sea Myst Moon Camp
- Rainbow Camp
- Ohana
- The Hooligan Empire
- Thunder Camp
- The Outlaws
- Gatekeepers' Lair
- Bear Den
- Maintenance Camp
- Lair Bastet

Because these camps have become well-recognized landmarks and have added to the culture of CMA, these camps will be allowed to designate their current location as a Designated Camping Area, provided they meet all other requirements of this policy. If they choose not to participate in this policy, they may continue to camp in their recognized areas, but must abide by the rules governing common camping areas.

Anyone that can establish historical use of an area continuously since the first festival held at SpiritHaven and/or can show historical existence at previous CMA festivals may apply for grandfather status. Approval of grandfather status resides with the Board of Directors upon recommendation by the Managing Director of Land and Facilities and initial payment to the Corporation.

8 Procedure for Designated Camp Sites

8.1 Location of Designated Camping Areas

All designated camping areas, unless grandfathered, will be located in camping areas outside the generally accepted/designated “common” (i.e. Tent City) camping areas. Each designated camp area shall have a radius no more than 25 feet surrounding established or newly approved fire pits, provided that said radius does not impede access and/or use of common areas such as foot or vehicular paths.

Any approved area such as Bear Den may be designated with or without an actual fire pit. However, as part of the lease agreement, designated areas may install a fire pit as long as it meets with approval of the Managing Directors of Safety Staff and Land.

The area selection must be compatible with any Master Plan or other development plan in place for SpiritHaven and be approved by the MDLF and Board of Directors. Access to each campsite must also meet all safety requirements.

8.2 Rights of Designated Camping Areas

These spots become semi permanent campsites. These sites are only reserved during CMA sponsored events and do not apply when the land is rented out to other organizations. Camping in these areas is for the members of these groups and their invited guests. It is the responsibility of the members of each designated campsite to be polite and courteous when explaining to other campers that a certain area is for members of that group only. If a designated campsite welcomes campers outside of their group and/or Newbees, it is their responsibility to make this known.

Designated Camps may be marked on the CMA event map, if they wish to be found or recognized. Requests to be put on the CMA event map must be received from the lessee 10 weeks before each event once the Designated Camping Policy takes effect.

Each area may be marked by signage designed and created by the lessee camp and such decorative elements as flags, banners or stones may be installed by such camps, provided these items meet safety guidelines and the approval of the MDLF.

8.3 Applying for a Designated Camping Area

Any group wishing to designate a Camp area must complete and submit the application form and the required registration fee. (See attached form.)

The MDLF and/or staff will review the application and confirm whether the requested site meets all requirements. Once site is approved, the lessee must coordinate with the MDLF in preparing the site and obtaining access to the land.

CMA is not responsible for any tools individuals may bring out to the land to prepare the site. All tools, vehicles and equipment are provided by the lessee at their own risk.

8.4 Responsibility of Group

1. Lessees are asked to regularly maintain their designated area. (Maintenance entails such things as regular mowing, trash pick up, removal of deadfall, etc.) Sites that have become overgrown and unattended for three events will be asked to confirm their desire to keep their location. CMA, or its staff, is not responsible for clearing and maintaining the spot.
2. Lessees must mark their campsite in a clear and identifiable manner.
3. Lessees wishing to work on their campsite on designated work weekends are required to also participate in general work scheduled for that work weekend.

8.5 Responsibility of CMA

CMA is responsible for maintaining general facilities and ensuring access to the Designated Camp sites during each festival. CMA is also responsible for marking on the official map any campsite that requests being identified.

8.6 Campsite Improvements

Any equipment or structures must meet development guidelines for SpiritHaven. CMA is not liable for any damage to any equipment or structures left at each designated campsite. CMA cannot provide power for these areas at this time.

8.7 Transfer of Lease

A group may transfer their lease to another group upon application to and with the approval of the MDLF and Board of Directors. Receipt of designation payment (\$50) to CMA is required along with the application. Should the application of transfer be denied, the initial payment shall be refunded to the applying group.

