



**Delaware Division of Parks and Recreation  
Cape Henlopen State Park  
Biden Environmental Center  
15099 Cape Henlopen Drive  
Lewes, DE 19958  
Phone 302-644-5005  
Fax 302-644-5012  
YOUTH CAMP RULES AND REGULATIONS**

*Welcome to Youth Group Camping at Cape Henlopen State Park!*

- 1. Ratio of Youth to Adults is 4:1.** Youth Group Camping is limited to groups at 17 (or High School age) and under. Youth Groups do not include family groups or adult groups.
- 2. Check-In:** Check-in time is **2:00 p.m.** on the scheduled arrival date. Please confirm your arrival time at least one week in advance with the Biden Center. At least one adult from the group must arrive at the Biden Center upon the designated check-in time to do a walk-through of the facilities with a Park Representative. If no one arrives by the designated check-in time, the group will be charged a late fee of \$30 per hour. Final payment is expected prior to or upon arrival on the check-in date.
- 3. Early Check-In.** Groups who want to check-in before **2:00 p.m.** must request to do so at the time the reservation is made. The Early Check-In Fee is equal to one dorm rental (\$140.00). *Early check-ins are subject to availability.*
- 4. Access to Youth Camps.** Groups will not have access to Youth Camp grounds or Youth Camp facilities for storage of either food or equipment until their designated check-in time. Groups found in the Youth Camp area before their scheduled check-in time will automatically be charged the Early Check-In Fee of \$140.00.
- 5. Check-Out.** Check-outs must be completed by **11:00 a.m.** on the date of departure. During your check-in, please inform the Park Representative of your expected check-out time for your departure date. Be sure to plan for at least 30 minutes to officially check-out of the Youth Camp. The facilities must be fully cleaned and the group must have all belongings out of the buildings once the check-out begins. If the facility has been deemed unsatisfactory, an adult from the group must clean the unsatisfactory areas prior to officially checking-out. At the end of the check-out, the facilities will be locked and the group will no longer have access to the buildings. The group will be charged a late check-out fee of \$140.00 if check-out is not completed by **11:00 a.m.**
- 6. Late Check-Out.** Groups that want to check-out after the designated check-out time must request to do so at the time the reservation is made. The Late Check-Out Fee is equal to \$140.00. Groups with an approved late check-out must vacate the camp prior to 4:00 p.m. *Late check-outs are subject to availability.*

- 7. Canceling or Adjusting a Reservation.** A group may cancel its reservation **60 days** prior to their arrival date and be refunded their deposit minus a *20% reservation fee* for administrative services. If a group cancels their reservation after the sixty-day deadline, they will forfeit their entire deposit.

If a group wishes to decrease the number of dorms originally reserved, the group must notify the Biden Center Office in writing **60 days** prior to their arrival. If notification is not received prior to the 60-day deadline, the group will be expected to pay for all dorms originally reserved. If a group wishes to increase the number of dorms originally reserved they must inform the Biden Center in writing prior to arrival. *An increase in dorms is subject to availability.*

- 8. Vehicle Passes.** Passes will be issued upon check-in and cannot be reissued if lost. These passes are only applicable to Cape Henlopen State Park and will not be honored at other State Park facilities. *Vehicle passes must remain in cars at all times while in the park.*
- 9. Parking.** Vehicles must park in designated parking areas within the campground to ensure that the vehicles do not get stuck in the sand and to preserve the green spaces.
- 10. Tents and Trailers.** Tents, trailers, or any other camping units are not permitted in the Youth Camp area.
- 11. Smoking & Alcoholic Beverages are Prohibited** in the buildings and on the grounds.
- 12. Pets.** Dogs and other pets are prohibited in the Youth Camp area.
- 13. Moving of Beds from One Dorm to Another is Prohibited!** Each dorm has a maximum capacity of 15 people and is furnished with 15 beds. Additional people, beds or the moving of beds from one dorm to another is prohibited by Delaware State Fire Codes. Extra beds including inflatable mattresses or sleeping bags are prohibited. Groups that ignore this regulation will be subject to immediate removal from the camp.
- 14. Daily Camp Cleanliness.** It is the responsibility of the renting group to keep Youth Camp facilities and grounds clean throughout the duration of their stay. This includes ensuring that all trash is disposed of in the designated waste receptacles at all times for the protection of the environment. The group will be responsible for thoroughly cleaning the dorms and mess hall prior to check-out by following the procedures outlined in the Check-Out List, which can be found in the binder provided at check-in. Personal items should not be left in the bathrooms at any time. *Cape Henlopen State Park is not liable for lost or stolen items.*
- 15. Equipment Usage.** All equipment must be placed in its correct location upon check-out. If equipment such as brooms or dustpans are missing from a Youth Camp building, the group will be charged for replacement. The renting group is responsible for making sure all tables, chairs, cleaning supplies, and oven racks are in their correct place upon check-out.
- 16. Air Conditioning Units.** Air conditioning units are prohibited in all Youth Camp facilities.

- 17. Unauthorized Cooking or Heating Equipment is Prohibited.** The Youth Camps include propane ranges, ovens, refrigerators, and freezers. Any additional cooking or heating equipment including but not limited to charcoal grills, propane grills, hot plates, space heaters, etc. are prohibited in the Youth Camp buildings and grounds unless granted prior approval.
- 18. Damages.** In the event that damages occur to the equipment or facilities of Cape Henlopen State Park during the group's stay, restitution will be the responsibility of the group.
- 19. Deliveries of Milk, Food, Etc.** The Park Office or Biden Center will not accept any deliveries of milk, food, etc. Groups must have a member of their group on site to receive these items. All deliveries must be scheduled after check-in time.
- 20. Firewood and Campfires.** Firewood must be acquired within the state of Delaware to guard against the infestation of the Emerald Ash Borer and other pests. Groups are not allowed to gather downed or decaying limbs or wood. Please do not leave firewood for another group. Campfires must be contained within the designated fire ring at the Youth Camp.
- 21. Quiet Time is from 10:00 p.m. to 7:00 a.m.** Please respect all other park patrons by maintaining a reasonable noise level at all times.
- 22. Groups Must Remain in their Youth Camp area after Dusk.** If a group is planning any night walks or programs on their own that would take them beyond the Youth Camp area after dusk, they must request permission in writing at least **one week** prior to arrival and must be granted written approval by the park.
- 23. Designated Areas.** Please stay on the designated trails for the safety of group members and in preservation of the environment. Cape Henlopen has designated trails to access the ocean, bay and other areas within the park. If a group is planning any activities off of designated trails, they must request permission in writing prior to arrival and be granted approval by the park.
- 24. Programs.** Cape Henlopen provides several different types of activities and programs through the Nature Center. If you are interested in finding out what is available during your group's stay, you can call the Nature Center at (302) 645-6852. If you are interested in having a program sponsored by an outside vendor, the vendor must have approval and a permit from Cape Henlopen State Park. This can be achieved through contacting the Park Manager at (302) 644-5005.

***Groups are expected to abide by all State/Department and Division Rules and Regulations at all times.***