

## Site Reservation Form

Complete form and return to your local service center, mail to GSCI, 3020 Baker Drive, Springfield, IL 62703 or email to [siterental@girlscouts-gsci.org](mailto:siterental@girlscouts-gsci.org). Non-Girl Scout groups must follow GSCI safety policies and procedures and provide a certificate of insurance.

### I. Group Information

Adult-in-Charge: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_  
Home + Area Code Work + Area Code

Email Address: \_\_\_\_\_

Troop #: \_\_\_\_\_ SA #: \_\_\_\_\_ Troop Age Level:  DS  BR  JR  CD  SR  AM

# of Registered: Girls: \_\_\_\_\_ Female Adults: \_\_\_\_\_ Male Adults: \_\_\_\_\_

# of Tag-a-longs (Non-registered participants): Girls: \_\_\_\_\_ Boys: \_\_\_\_\_ Adults: \_\_\_\_\_

\*Additional insurance is required by GSUSA for non-members. Contact your Membership Specialist.

Emergency Contact: \_\_\_\_\_  
Name Phone 1 + Area Code Phone 2 + Area Code

### II. Reservation Information

Date(s)	Camp	Unit/Facility
1st: _____	_____	_____
2 <sup>nd</sup> : _____	_____	_____
3 <sup>rd</sup> : _____	_____	_____

**Check in time: 5pm Check-out time: 2pm (deviations should be noted above)**

**Units/Facilities are stocked with outdoor cooking equipment (hot dog sticks, pie irons). Note any special requests on reverse.**

### III. REQUIRED Safety Information

Name of Adult trained in CPR/First Aid (required): \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name of Adult trained in Outdoor Training (required): \_\_\_\_\_ Date Completed: \_\_\_\_\_

*I have read Safety-Wise and our troop/group will comply with the standards outlined. If the trip is longer than two consecutive nights, I agree to apply for additional insurance. I understand that my troop/group is responsible for "leaving the facility cleaner than we found it" and we are responsible for any damage(s) caused by troop/group.*

Adult-in-Charge Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## How To Make Reservations

- Contact [siterental@girlscouts-gsci.org](mailto:siterental@girlscouts-gsci.org) or 877-231-1446 to check availability of dates. Have back-up dates in mind in case your preferred date/location is unavailable.
- Complete reservation form. Return to your local service center, mail to GSCI, 3020 Baker Drive, Springfield, IL 62703 or email to [siterental@girlscouts-gsci.org](mailto:siterental@girlscouts-gsci.org) with full payment.
- Before reservations are finalized, GSCI must receive the following one week prior to reservation date:
  - Reservation Form
  - Full payment
  - Confirmation of required training (First Aid/CPR and Outdoor Training)
- 3. Reservations are held for only one week without payment
- 4. Your confirmation packet will include GSCI facility procedures, packing list, directions to camp and cleaning checklist.
- 5. Groups will be charged for any damage due to negligence or vandalism.

## Cancellations

Groups who wish to cancel their reservation must provide notice by the cancellation deadline: **10 days prior to the event for groups renting individual units, or 30 days for groups renting entire camps.** If this deadline has been met, payment may be applied to future reservations within one year or a non-refundable \$25 processing fee will be charged. Excessive cancellations will jeopardize future rental privileges. The council reserves the right to cancel events because of hazardous site conditions. In this case, all fees will be refunded.



## Planning Ahead

Girl Scout member reservations will be processed up to six months in advance. To give Girl Scout members priority, non-member groups will be processed four months in advance. Non-Girl Scout group rates can be found on our website at [www.girlscouts-gsci.org](http://www.girlscouts-gsci.org) For service area events, please contact your service center. Summer troop camping can be found in summer event guide.

## Paperwork That Must Accompany Groups at all Times When Camping:

- **Roster of participants**, listing their emergency contacts.
- **Certification Card(s)**, for those certified in First Aid/CPR or other required certifications (ie archery, lifeguard, small craft)
- **Copy of your reservation confirmation packet**
- **Parent Permission Slips** for each girl. This slip authorizes a girl to receive medical attention, if necessary.
- **Mutual of Omaha insurance claim form and brochure.** You will need to complete a claim form in the event of an accident. The forms are found at [www.girlscouts-gsci.org](http://www.girlscouts-gsci.org)