



# Property Reservations Application Regular Use Meeting Form

Registrar Department 9525 Monte Vista Ave. Montclair, CA 91763  
T (626) 677-2366 F (909) 624-7928 [www.girlscoutsla.org](http://www.girlscoutsla.org)

**Complete and return all forms with applicable fees to the Registrar Department Attn: Property Registrar**

Name: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Name of Organization (If Non Girl-Scout): \_\_\_\_\_

### Meeting Information:

Property Requested: \_\_\_\_\_ Room (If Applicable): \_\_\_\_\_

Meetings to be held: \_\_\_ Weekly \_\_\_ Bi-Weekly (\_\_\_ 1<sup>st</sup>/3<sup>rd</sup> or \_\_\_ 2<sup>nd</sup>/4<sup>th</sup>) \_\_\_ Monthly (\_\_\_ 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup>)

Day of the Week Requested: 1<sup>st</sup> Choice \_\_\_\_\_ From : \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

2<sup>nd</sup> Choice \_\_\_\_\_ From : \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

Date Meetings are to: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Would you like to reserve a Storage Cubby?\* (Chino, Covina, & Montrose Only) Yes: \_\_\_\_\_ No: \_\_\_\_\_

\* Storage Cubbies at Chino, Montrose, & Covina are available to Service Units and Troops for the Regular Use Year, September-June

### Troop/Group Information:

Girl Scout Level: \_\_\_ Daisy \_\_\_ Brownie \_\_\_ Junior \_\_\_ Cadette \_\_\_ Senior \_\_\_ Ambassador

Reason for Meeting: \_\_\_ Troop Meeting \_\_\_ Service Unit Meeting \_\_\_ Training \_\_\_ Other \_\_\_\_\_

Are **all** attending Girl Scout Members? \_\_\_ Yes \_\_\_ No (If No, please refer to Insurance Requirements and submit required paperwork)

Expected Attendance: Adult \_\_\_\_\_ Children (Under 18 Years): \_\_\_\_\_

Responsible Person: Name: \_\_\_\_\_

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

City and Zip Code: \_\_\_\_\_

Phone Number: Home (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

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

As the person responsible for the meeting, I have read all policies and procedures and recognize the responsibility that I have to see that care and cleanliness of the building is maintained. When utilizing council properties, please remember to be flexible and exercise the cooperative spirit of the Girl Scouts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Reservations are made on a First-Come, First-Served basis and must be complete with fees. Girl Scouts of Greater Los Angeles reserves the right to refuse use of any facility, reschedule, or cancel any reservation at any time. Should your regular meeting date be canceled due to a Council Meeting or Training, you will be notified in advance.**

### Payment Information:

Credit Card Type: Visa:  MasterCard:  Discover:  Amex:

Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_ C V V #: \_\_\_\_\_

Signature: \_\_\_\_\_

Site Fee Amt: \_\_\_\_\_

Security Dep. Amt: \_\_\_\_\_

### For Office Use Only:

Key Mailed: \_\_\_\_\_ Amt. Deposited: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

Access Code Sent: \_\_\_\_\_ Fee Returned: \_\_\_\_\_ Fee Retained: \_\_\_\_\_



### **Terms of Use**

As the person responsible for this property reservation I have read the General Policies and Procedures of Girl Scouts of Greater Los Angeles. I recognize the responsibility that I have to see that care and cleanliness of the facility is maintained. I have also read and understand the Reservation Policies and Procedures which includes the cancellation policy for this reservation. I understand that should Policies and Procedures not be followed, or damage is done to the property, my security deposit will be forfeited and I may be responsible for any charges incurred.

When utilizing council properties, I will remember to be flexible and exercise the cooperative spirit of the Girl Scouts.

### **Notes:**

1. Reservations are made on a First-Come, First-Served basis and must be complete with fees.
2. Fees include a site fee and security deposit.
3. Payment needs to be made by credit/debit card only.
4. The card number will then be held on file as the security deposit. This applies only to GSGLA troops and service units.
5. Access key codes will be emailed to the contact person 3 business days prior to reservation date.
6. For properties with keys: All keys are available for pick up at the Montclair Service Center and keys for only El Ranchito are available at the Long Beach Service Center. All keys are available for pick up starting a week before your reservation.
7. If you would prefer keys be mailed to you, please write "MAIL KEYS" at the top of your reservation form.
8. Camp properties do not have access codes or keys. The onsite Camp Ranger will let you into the facility and help you get acquainted. Camp specific packets are sent to each user group with confirmation letter.
9. If your reservation is for a special event and/or money earning event, and the Special Events Application and/or the Troop Money Earning Application is not submitted, GSGLA reserves the right to cancel the reservation up to 24 hours in advance.
10. Girl Scouts of Greater Los Angeles reserves the right to refuse use of any facility, reschedule, or cancel any reservation at any time. If your reservation is cancelled due to a council event you will be notified in advance.