



Property Reservations Application Day Use / Overnight Use Form

Registrar Department 9525 Monte Vista Ave. Montclair, CA 91763
T (626) 677-2366 F (909) 624-7928 www.girlscoutsLA.org

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

Please refer to the GSGLA website for all fees and property information, as well as all policies and procedures. It is the responsibility of the leader to review all pertinent information prior to submitting this application form. Any forms submitted incorrectly or without full payment due will be returned to the leader without being processed.

Name: _____ Troop #: _____

Name of Organization (If Non-Girl Scout): _____

Property Information:

Property Requested: 1st Choice _____ Room/Site (If Applicable): _____

2nd Choice _____ Room/Site (If Applicable): _____

Date Requested: 1st Choice: From: _____ To: _____ 2nd: From: _____ To: _____ 3rd: From _____ To: _____

Time Requested: From: _____ (am/pm) To: _____ (am/pm) (Check Policies/Procedures for Time Guidelines)

Type of Use: _____ Day Use _____ Indoor Overnight Use _____ Outdoor Overnight Use _____ Indoor/Outdoor Overnight Use

Reason for Meeting: _____ Service Unit Event _____ Training _____ Troop Event _____ Troop Camping _____ Other _____

Troop/Group Information:

Girl Scout Level: _____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador

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

Expected Attendance: Adults: _____ Children (Under 18 Years): _____

Responsible Person: Name: _____

Address: _____ City, State, and Zip _____

Phone Number: Home (_____) _____ Cell: (_____) _____

Email Address: _____

Certified in First Aid/CPR: (Name of Adult/ Class) _____ Date Taken: _____

Overnight Training: (Name of Adult/ Class) _____ Date Taken: _____

Please read over the second page of this reservation form. Once you have read and agreed to the terms of use for this property reservation please sign and date below.

Signature: _____ Date: _____

Payment Information:

Cash Check # _____ # _____ Credit: Visa MasterCard Discover Amex

Credit Card #: _____ Exp Date: _____ Signature: _____

Deduct from my GSGLA Gift Card

Gift Card# _____ 5 Digit Extension _____ Security Code _____

Site Fee Amt: _____

Security Dep. Amt: _____

For Use by Office Staff:

Date Rec'd: _____ Amt Rec'd: _____ Confirmation Sent: _____

Access Code/Key Sent: _____ Fee Retained: _____ Fee Returned: _____



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 and recognize the responsibility that I have to see that care and cleanliness of the facility is maintained. I have also read and understand the cancellation policy for this reservation as outlined in the Reservation Policies and Procedures. 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, please 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 separate security deposit. If your site fee and security deposit are submitted as 1 check, your materials will be returned to you.
3. If you are paying by Credit Card or GSGLA Gift Card, only the site fee will be charged. The card # will then be held on file as the security deposit. In the event that the property is damaged or policies and procedures are not followed, your card will be charged.
4. Once your reservation has been processed a confirmation letter will be sent to you by email.
5. If no email address is provided, your confirmation will be mailed to you.
6. Access codes for Montrose Program Center, Camp Mariposa, and the San Gabriel Program Center will be sent to the Leader 7-10 days prior to your reservation.
7. For Properties with keys, keys are available at the East Region and Long Beach Service Centers. They are available for pick up starting a week before your reservation.
8. If you would prefer keys be mailed to you, please write "MAIL KEYS" at the top of your reservation form.
9. Camp Properties do not have access codes or keys. An on site Ranger will let you into the facility and help you get acquainted. Camp specific packets are sent to each user group 2 weeks prior to your reservation.
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.

Please do not return this page to Property Registrar, keep for your records as a reference to the Terms of Use you have agreed to.