

# How To Make a Reservation:

1. Choose the Property that best suits your group size, event, and specialized needs. For detailed information, check out each property's detailed sheet of amenities in the Property Handbook.
2. Download the appropriate Property Reservation Application. The *Regular Use Meeting Form* for all regular use bookings and the *Day Use-Overnight Form* for any other type of event.
3. Fill out the Application completely and correctly. Double check you meet the training requirements prior to sending in your application.
4. Mail completed form along with all fees to the Montclair Service Center Attn: Property Registrar. Two separate payments should be enclosed.
  - a. The first is the Site Fee which will be deposited when your reservation is confirmed.
  - b. The second is the Security Deposit, which is deposited only if necessary, according to the policies and procedures as outlined in the Property Handbook. If all policies and procedures are followed, and no damage is incurred to the property, the security deposit will be returned/shredded. DO NOT include Security Deposit in the check of other fees owed. Security Deposit must be sent in as its own check.
5. A confirmation letter or email will be sent to you once a property is booked.
6. Access codes will be sent to the group leader 7 to 10 days prior to the scheduled date of use. Keys can be picked up at the Montclair or Long Beach Service Center starting a week prior to the scheduled event. Arrangements may also be made to have keys mailed to you.

## Cancellations

1. Cancellations made more than one month in advance of the reservation date will incur a cancellation fee equal to one day (or night) rental rate. The remaining rental fees will be refunded. Cancellations made one month or less from the reservation date will forfeit all rental fees.
2. No refunds are given for cancellation of a Regular Use Meeting reservation once it has been confirmed.

## Reservation Schedules

### *For Regular Meetings:*

May 1 <sup>st</sup> :	All Council Events booked for next year
June 1 <sup>st</sup> :	All Service Unit Meetings booked
July 1 <sup>st</sup> :	"In-Council" troop users booked
August 1 <sup>st</sup> :	All other groups booked

### *For Day Use and Overnight Use:*

*No earlier than 6 months in advance for in-council users.*

*No earlier than 5 months in advance for out-of-council users.*

Month to Reserve	In-Council User start date to reserve	Out-of-Council Users start date to reserve
<i>All dates imply the 1<sup>st</sup> day of the month</i>		
January	July	August
February	August	September
March	September	October
April	October	November
May	November	December
June	December	January
July	January	February
August	February	March
September	March	April
October	April	May
November	May	June

## ServSafe

*ServSafe orientation applies to all user groups utilizing Camp Osito-Rancho, Camp Lakota and Skyland Ranch.*

As a user group your director and food service supervisor are required to complete the ServSafe orientation with a member of our staff. This training will take place upon arrival at camp and is mandatory for food preparation and serving.

ServSafe is the most widely accepted food safety program used by local, state and federal health departments. Additional information can be located on the ServSafe website: <http://www.nraef.org/servsafe>

***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 by the council you will be notified in advance.***

**For more information, contact Kristin Tierney at (626) 677-2366**