



Property Reservations Application For Day Use / Overnight Use

Registration 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 Registration Department Attn: Property Registrar

*It is the responsibility of the leader to review all pertinent information located on the GSGLA website prior to submitting this application form.
Any forms submitted incorrectly or without full payment 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/ Private Party Contact 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)

Is this event considered a money earning event? _____ Yes _____ No Is this reservation considered a special event? _____ Yes _____ No

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:

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.