

## How to Make a Reservation:

1. Choose the Property that best suits your troop/group/private party event and specialized needs. For detailed information, check out the *Property Overview Page* on our website. Use the *Site Preview* drop down to view a property.
2. To check for availability on a property please contact the Property Reservations Registrar at 626-677-2366.
3. 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.
4. Fill out the Application completely and correctly. Double check that you meet the training requirements prior to sending in your application. Make sure you provide adult's full name and training dates on the appropriate filed on the application.
5. Before submitting application make sure you check the **Reservation Schedule** on this page.
6. Payments are to be made by **credit card only**.  
**No cash or checks accepted**
7. You may submit application with payment by:
  - **Fax:** (909) 624-7928 **secure fax line**
  - **Mail:** Montclair Service Center  
9525 Monte Vista Ave  
Montclair, CA 91763
  - **Turn In:** At any local GSGLA service center.
8. There are two fees. The first is the Site Fee. The second is the Security Deposit, which is deposited only if necessary, according to the policies and procedures as outlined in the Reservation Policies and Procedures.
9. It can take up to 7 business days to process and confirm a reservation. Once confirmed a confirmation email will be sent to you at the email address you provided on the application.
10. Access codes will be emailed to the group leader 3 business days prior to the reservation date. If keys are needed they can be picked up at the Montclair or Long Beach Service Centers starting a week prior to the reservation date. If you would prefer keys be mailed to you, please write "**MAIL KEYS**" at the top of your reservation form when submitting it.

## Cancellation Policy:

For detailed information on our cancellation policies please review the *Reservations Policies and Procedures* located on the website page *How to Reserve a Property*.

## Reservation Schedules

### ***For Regular Use Troop Meetings Only:***

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

1. To accommodate the Day Use and Overnight use of the facilities, Regular Troop meetings can not be held from 4:00 pm on Friday through 11:00 am on Sunday.
2. Reservations for *Regular Use Troop* meetings are for 4 hours of use a month to be distributed in one of the following ways: 1 hour once a week, 2 hours every other week, or 4 hours once a month. To meet for more than 4 hours a month, group must pay an additional site fee.

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

*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
December	June	July

1. Due to the lead time necessary to properly promote large-scale Service Unit events, GSGLA will accept property reservations for Service Unit events up to nine months in advance
2. Check-In time for any Overnight will be 4:30 pm; Check-Out time will be 11:00 am on the day of departure. To arrive at an earlier time or depart at a later time will incur the Day Use fee.
3. Day Use fees apply to any use that takes place between 8:00 am and 5:00 pm. Any events lasting past 5:00 pm will be charged the Overnight Fee.
4. Special events and/or money earning events, must submit the Special Events Application and/or the Troop Money Earning Application according to the instructions outlined on each form. If either form is not submitted, GSGLA reserves the right to cancel the reservation up to 24 hours in advance.