



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

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 (____ 1st/3rd or ____ 2nd/4th) ____ Monthly (____ 1st ____ 2nd ____ 3rd ____ 4th)

Day of the Week Requested: 1st Choice _____ From : _____ (am/pm) To: _____ (am/pm)

2nd 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.