



Girl Scouts of the Northwestern Great Lakes, Inc.

FACILITY RESERVATION FORM

Leaders completing this form do not need to complete a Troop Travel Form

Contact Person _____ Troop #/Group _____

Address _____ Service Area _____

City/State/Zip _____ Email Address _____

Phone: Day (____) _____ Evening (____) _____ Cell (____) _____

MasterCard/Visa # _____ Expiration Date _____

V-Code _____ (V-code is the three digit number found in the signature box on the back of card)

Signature of card holder _____

Please note: For your safety, please do not email credit card information. Forms that require a legal signature and/or payment must be filled out, printed, and signed. Completed forms can be dropped off, mailed, or faxed to your local Service Center.

Number of: Daisies _____ Brownies _____ Juniors _____ Cadettes _____ Seniors _____
Ambassadors _____ Adults _____ Non-Registered Participants* _____

**Additional activity insurance MUST be purchased for non-registered participants.
Contact the Property department at property@gsnwgl.org to obtain additional insurance.*

► We are requesting Day Usage (8 hours or less) Overnight Usage (Check in: 3:30 p.m. Check out: 2 p.m.)

► List your first and second choice of dates/times:
(Will attempt to place by your choice of date rather than choice of site)
First choice Arrival _____ Departure _____
Second choice Arrival _____ Departure _____

► Indicate your first and second choice of sites (if reserving a tent site, please list how many sites needed):

Appleton Service Center

- ___ Friendship A
- ___ Friendship B
- ___ Friendship C
- ___ Friendship A/B
- ___ Training A
- ___ Training B

Camp Birch Trails

- ___ Graebel Lodge
- ___ Leafy Glen Lodge
- ___ Maple Ridge Lodge
- ___ Cabin Unit
- ___ Leafy Glen Platform Tents
- ___ Maple Ridge Platform Tents
- ___ Ethel's Yurt Village
- ___ Dining Hall

Camp Blueberry Knoll

- ___ Site Only with Pavilion

Camp Cuesta

- ___ Troop House
- ___ Tent Cabin Unit
- ___ Tent Sites (4)

Camp Del O'Claire

- ___ Alexander Lodge
- ___ Heinzen Memorial Lodge
- ___ Nature Center

Camp Del O'Claire (cont.)

- ___ Arrowhead
- ___ Wilderness

Eau Claire Service Center

- ___ Conference Room (day use only)

Green Bay Service Center

- ___ Activity Room

Camp Hy-Da-Way

- ___ Jenny Lodge
- ___ Platform Tent Unit
- ___ Ground Use Only

Camp Ishnala

- ___ Troop House
- ___ Chipmunk
- ___ Pathways
- ___ Sleeping Fawn
- ___ Tent Sites (6)
- ___ Day Use with Shalaka Shelter

Camp Nawakwa

- ___ Chalet
- ___ Heyde House
- ___ Hobbs Hall (lower level)
- ___ Mary E. Marshall Lodge
- ___ Timbercrest
- ___ Hilltop

Camp Nawakwa (cont.)

- ___ Lakeview
- ___ Valley

Camp Pow-Low

- ___ The Lodge
- ___ Adirondack Cabin Unit
- ___ Platform Tent Unit
- ___ Site Only with Pavilion

Camp Sacajawea

- ___ Baptiste Lodge
- ___ Charbonneau Center
- ___ Mead Hall
- ___ Mandan
- ___ Shoshone
- ___ Minataree
- ___ Tent Site
- ___ Ground Use Only

Camp Winnecomac

- ___ Eagle's Lodge
- ___ Hawk's Haven
- ___ Yurt Unit
- ___ Blue Jay
- ___ Cardinal
- ___ Gold Finch
- ___ Robin

OVER>>

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EMERGENCY CONTACT:

This should be a person who will be available during your event, but NOT attending the event, in case of an emergency or change of plans.

Name _____ Address _____

City/State/Zip _____

Phone: Day (_____) _____ Evening (_____) _____

FIRST AID/CPR:

Girl Scout troops/groups **MUST** have an adult who is certified in CPR/First Aid on site. A copy of his/her certification cards must be on file with the council at least two weeks before your event. CPR age requirements: **Child CPR for children younger than eight and Adult CPR for children older than eight and adults.**

CPR/First Aid Adult's Name _____

Expiration Date _____ CPR _____ First Aid _____

Copies of my current certificates are on file at the council Copies of certifications are attached

TRAINED ADULTS:

► Girl Scout troops/groups **MUST** have an adult who has successfully completed *Outdoor Education: Troop Activities in the Outdoors* or an equivalent legacy council course if you intend on building a fire, cooking outdoors, etc.

Name _____ Training Course/Date _____

For details/information on training requirements, please contact the Adult Development Director.

Legacy Council Equivalent Courses: Outdoor Skills (Birch Trails), Troop Events in the Outdoors and Camping (Fox River Area), Basic Outdoor Awareness (Woodland and Peninsula Waters), Outdoor Basics (Indian Waters), Basic Outdoor Camping and Cooking (Lac Baie)

► All troops/groups **MUST** have one adult who is Lifeguard Certified if you intend on having activities in the water.

Name _____ Certification Expires _____

Cancellations must be received at least 30 days prior to the reserved date in order to receive a full refund of the security deposit. Cancellations received after the 30 day deadline will be assessed a processing fee of ½ of the security deposit amount.

I agree to conduct this event according to *Safety-Wise* and council policies and guidelines. I will read all of the information given to me with my confirmation letter and agree to abide by the procedures set forth. I understand that my security deposit will be non-refundable if there are any damages that our troop/group causes, including defacing of property, loss of keys, equipment damage, and property/equipment not cleaned upon departure. I also understand that I will be responsible for any damages above and beyond the security deposit.

Signature of Adult in Charge

Date

Mail Completed Form with Deposit to:

GSNWGL

Attn: Property Administrative Assistant

P.O. Box 9427

Green Bay, Wisconsin 54308-9427

FOR OFFICE USE:

Date Application Rec'd _____ Certs On File/Rec'd _____ Confirmation Sent _____ Total Fee \$ _____

Deposit Amount \$ _____ Date Deposit Rec'd _____ Balance Due \$ _____ Rec'd On _____ Receipt # _____

Date Keys Issued _____ Date Keys Returned _____ Deposit Kept _____ Thank You Sent _____