

Property Reservation Form

www.girlscoutsdiamonds.org

Please mail this form and payment to:
Girl Scouts-Diamonds of Arkansas, Oklahoma and Texas
5705 Gordon Lane, Fort Smith, Arkansas 72903
479-452-1290 or 800-632-6894

Type of Rental Group

GS-Diamonds Event Troop Out of Council Girl Scout Group Non-Profit
Private Group/Family

Name of event/meeting/group: _____

Person in charge: _____

Phone: H _____ W _____ C _____

E-mail address: _____

Address: _____

City: _____ State: _____ Zip: _____

Group/Troop # _____ Level: D B J C S A

Service unit: _____

Attending: #Girls _____ #Female adults _____ #Male adults _____ # Non-Girl Scout _____ = Total# _____

Property Requested

Property Requested: _____

(See Property Information Sheet for the list of property)

Date(s) requested (1st Choice): _____ Time of arrival: _____ Time of departure: _____

Date(s) requested (2nd Choice): _____ Time of arrival: _____ Time of departure: _____

Emergency Contact for Group

Name _____ Relationship: _____

Phone number: H _____ W _____ C _____

E-mail address: _____

Parent or other volunteer who will not be on-site with the group but is available during the stay as an emergency contact.

Certification Information

Girl Scout troops/groups **MUST** have an adult who is certified in CPR/First Aid on site.
A copy of current certifications must be attached.

Certified CPR Certified First Aid Certified Lifeguard Certified Archery Instructor
VOI Training – GS ONLY VOII Training – GS ONLY Certified Small Craft Usage

Additional Activities

Pool Canoes Archery

Amount (Now accepting credit cards) **Due**
Deposit: \$25.00
Equipment Fees: \$ _____
Total rental Fees: \$ _____
TOTAL DUE \$ _____

(See Property Information Sheet for the list of fees)
(Make checks payable to Girl Scouts - Diamonds of Arkansas, Oklahoma and Texas)

Rental fee is due at least 1 week to stay

Cancellations must be received at least 2 Weeks prior to the reserved date in order to receive a full refund of the security deposit. Cancellations received after the 2 week deadline will be assessed a processing fee of ½ of the security deposit amount. Cancellations received less than 1 week or no-show will forfeiture of all security fee.

I agree to conduct this event according to *Volunteer Essentials* 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

Supplemental cleaning fee: Loss of deposit plus \$30 per hour for Ranger's time.

I have read the above information and agree to its conditions.

Leader/Facilitator Signature _____ Date _____

FOR OFFICE USE:
Date Application Rec'd _____ Date processed _____ Certs Rec'd _____ Confirmation Sent _____
User Fee \$ _____ Balance Due \$ _____
User Fee -Date paid \$ _____ Date Deposit Rec'd _____
Hold Harmless Agreement _____ Insurance _____
Method of payment - RENTAL FEE: Cash _____ Check _____ CC _____
Method of payment - DEPOSIT: Cash _____ Check _____ CC _____