



# Council Site Rental Procedures

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

## GENERAL REGISTRATION INFORMATION

To enable more troops and service units to each have an opportunity to use a council site, no troop or service unit can use a site more than once in a registration period (SEE RESERVATION PROCEDURES BELOW).

- A troop camp certified adult is needed when participating in any 2 of the following activities:
  - A. Sleeping in the outdoors on the ground, in tents, or in open-air shelters, such as tent platforms, open a-frames, etc.
  - B. Food preparation that involves use of camp stoves (this includes propane grills), charcoal fires and/or wood fires.
  - C. Outdoor skills such as hiking/orienteering, outdoor survival, environmental education, use of knots/lashing and/or putting up shelters.
- A troop camp certified adult helps the troop prepare for an outdoor experience and works with the girls to evaluate the experience.

## DEPOSITS

Each reservation requires a refundable \$50.00 (\$150.00 for Fleming Lodge, Modesto and Program Center in Sacramento) security/cleaning deposit, which must accompany the reservation application. Applications received without a deposit will be returned. No reservations will be made without this reservation application and deposit. The security/cleaning deposit will be refunded, in approximately 30 days, after the site manager confirms that the facility was left undamaged, clean and key (if applicable) have been returned.. If a refund is not granted, the reasons will be given in writing.

## ADMINISTRATIVE FEES

Each reservation requires a Non-Refundable Administrative Fee (see Property Fee Schedule) for processing, which must accompany the reservation applications. **Applications received without this fee will be returned.** Please note: this fee is separate from the deposit and usage fees.

## USAGE FEE

The usage fee (which is separate from the security/cleaning deposit) must be received in the Program Center in Sacramento within 8 weeks of the planned event. If fees are not received and no other payment arrangements have been made, the reservation will be cancelled.

## REFUNDS

To qualify for a deposit refund, cancellations must be made in writing to the Program Center in Sacramento at least 8 weeks prior to use. IF another group can fill the date and the written cancellation comes after 8 weeks, you will receive your usage fee (minus the deposit). Refunds will be made when severe weather is imminent and the safety of the group would be jeopardized. In the event of safety concerns, special maintenance or construction projects, Girl Scouts reserves the right to cancel a facility reservation. Girl Scouts Heart of Central California does not assume responsibility for locating alternative lodging.

## IMPORTANT CAMP FLEMING NOTES

To ensure exclusive use of the Camp Fleming Lodge, a minimum of 65 spaces must be reserved and paid. Troop/groups with less than 65 may be scheduled with other troops/groups. The Camp Fleming Lodge maximum capacity is 98. Camping is not allowed around the lodge or in RV's in the parking lot. Participant increases/decreases of more than 5 must be cleared through the GSHCC Administration Department (this needs to be done by the site fee due date). Additional space may not be available for participant increases. The Camp Fleming Lodge and Campground are two (2) separate sites. Campground users cannot use the lodge. NO trailers, campers or RV's allowed at this property. **All children under the age of 6 years are not to occupy the top bunks at Fleming Lodge.**

## RESERVATION PROCEDURES

OPENING DATES FOR SITE RESERVATIONS			
<u>For Use In:</u>	<u>Registration Opens:</u>	<u>For Use In:</u>	<u>Registration Opens:</u>
September, October, November December, January, February	June 1 August 1	March, April, May June, July, August	November 1 January 1

### Reservations for council sites will be made using the following guidelines:

1. Complete the SITE RENTAL RESERVATION APPLICATION form #8805. Be sure to complete all lines. List first, second, and third choices. Every effort will be made to accommodate first choices. Second and third choices must be made for the months in which applications are currently being processed.
2. Reservations made with in 8 weeks of arrival date MUST have all fees (Deposit, Administrative Fee and Site Usage) accompany the Site Rental Reservation Request or request will be returned.
3. Mail or deliver completed application, with deposit and administrative fee to the Program Center in Sacramento by the close of the appropriate opening registration date (**we are unable to take reservations over the phone**).
4. Beginning on the first day of business after the opening day, all reservation applications will be processed without regard to postmark or order received. Reservations will not be processed before the opening date.  
Reservations received more than one week prior to the opening date will be returned. Applications received after the opening date will be placed on a first come, first served basis.