



# Site Rental Reservation Application

6601 Elvas Avenue Sacramento, CA 95819 • t 916.452.9181 • f 916.452.9182

girlscoutshcc.org

## Instructions

E-mail, fax, or mail completed application and the security deposit (one per reservation) to above address or to [propertyreservations@girlscoutshcc.org](mailto:propertyreservations@girlscoutshcc.org). Only one property reservation per application. Priority is given to in-council Girl Scout troops/service units and will be processed in the order they are received. Confirmations are emailed unless specifically requested. Please bring your emailed confirmation with you to your event. Contact [propertyreservations@girlscoutshcc.org](mailto:propertyreservations@girlscoutshcc.org) with any questions.

Site Reservation Open - For Use In	
April 1	October, November, December
July 1	January, February, March
October 1	April, May, June
January 1	July, August, September

## Contact Person(s)

Adult(s) in charge of event: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names and certifications required for event (Troop Camping, First Aid, Archery Instructor, etc.):

\_\_\_\_\_  
\_\_\_\_\_

## Arrival and Departure Requests

1<sup>st</sup> Choice dates and times: \_\_\_\_\_

2<sup>nd</sup> Choice dates and times: \_\_\_\_\_

3<sup>rd</sup> Choice dates and times: \_\_\_\_\_

**Anticipated Attendance** # of girls: \_\_\_\_\_ # of adults: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

## Deposit Fee

Reservations can only be processed after application and deposit has been received. Deposits are held until after the event and the site's condition has been evaluated.

### GSHCC Liability Disclaimer:

I understand that renting a GSHCC property has certain inherent risks that cannot be controlled by the facility owner or by Girl Scouts Heart of Central California. I further understand that my group must follow directions and safety rules of the property. By signing this document, I release GSHCC and its staff from any responsibility or liability whatsoever from the property.

OFFICE USE ONLY:

Confirmed date(s): \_\_\_\_\_ Payment Received: \_\_\_\_\_

Site Request - Check One		
Site		Occupancy
<b>Camp Fleming - \$150 deposit</b>		
<input type="checkbox"/>	Fleming Lodge <input type="checkbox"/> <i>Exclusive Use*</i>	98 (*exclusive use requires 65 minimum)
<input type="checkbox"/>	Campgrounds	9 sites/20 per site
<input type="checkbox"/>	Treehouse	16 overnight
<input type="checkbox"/>	Archery Range	
<b>Fleming Fees</b>	Lodge: \$5/person per night	Campground and Treehouse: \$15/site
<b>Cabins - \$50 deposit</b>		
<input type="checkbox"/>	Davis Cabin	25 day/ 20 overnight
<input type="checkbox"/>	Tracy Cabin	25 day/ 20 overnight
<input type="checkbox"/>	Woodland Cabin	40 day/ 20 overnight
<b>Sacramento Regional Program Center- \$50 deposit</b> – Use of both Juliette and Low rooms requires 35 minimum		
<input type="checkbox"/>	Juliette Room	65 standing, 45 sitting/35 overnight
<input type="checkbox"/>	Low Room	55 standing, 45 sitting/35 overnight
<b>Stockton Regional Office- \$50 deposit</b>		
<input type="checkbox"/>	Conference Room	30 standing, 20 sitting
*No usage fees for in-council troops at cabins or program centers. Different fees apply for out-of-council and non-profit groups.		

**Payment**

Check attached (made payable to: Girl Scouts Heart of Central California)

Charge to my credit/debit card

Print Name as it appears on card: \_\_\_\_\_

Address of credit card holder: \_\_\_\_\_

Credit/Debit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

**YES!** I am interested in a community service project at this site. (Please note: The community service projects at Girl Scout sites do not count towards GS Silver and Gold Award projects.)

**Health and Safety Planning**

I have read and understand council policies and *Safety Activity Checkpoints* regarding our proposed use of the council site. As the adult in charge, I take full responsibility for supporting and interpreting the rules and regulations of the site. I understand that failing to abide by such rules and regulations by anyone in my group may jeopardize our future use of council sites. By signing this form, I agree to all terms and conditions in this packet.

Signature of adult in charge of event: \_\_\_\_\_