

Troop Program Facility Reservation Request Form

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Use this form if you would like to reserve one of the council program facilities for a Girl Scout outing. In preparation for your camp visit you will need to provide more information about your trip by completing the **Trip, Travel or Camping Approval Request** form which is due to the Community Development Manager FOUR WEEKS in advance of the trip. When you turn in the **Trip, Travel or Camping Approval Request** form you will provide the names of all persons possessing specialized training or certification and determine if additional insurance is needed for the trip.

All troops are responsible for providing first aid, emergency care, and emergency transportation if necessary.
All troops are responsible for supervising their groups and ensuring safe and proper behavior following Safety Activity Checkpoint guidelines.

To reserve a site: Overnight reservations may be made up to four months in advance of desired date of use. Day-use reservations at Mary Elizabeth and Wistagoman may be made three months in advance.

Fees: Compute camp fee using chart on page 2. You may pay the full amount (check or money order payable to GSSC-MM) with reservation form or provide debit card # (Master Card or Visa), expiration date, 3-digit card code found on back of card, and signed authorization. A separate check must be submitted for security deposit. The deposit will be returned if building is left in acceptable manner as determined by the Site and Facilities staff and all keys are returned. The security deposit will be refunded, if applicable, within one month of the usage.

If you prefer, you may send deposit only with the reservation form and pay the total fee four weeks before your reservation date. All fees and deposits must be paid before keys will be issued.

Mail to: GSSC-MM Property Reservations, 349 East Blackstock Road, Spartanburg, SC 29301.

A User Group Orientation packet will be sent to you along with your confirmation. At Camp WaBak, you will receive the keys at check-in. At our other sites, a Site Check-Out form and keys will be ready for pick-up or mailed to you depending on which option you choose.

Refund/Cancellation Policy: Payment and/or deposit are due at the time the reservation is made in order to reserve the site/facility. In order to receive a refund, written request to cancel reservation must be received 4 weeks in advance of reservation date.

Troop Leader _____ Troop # _____ SU # _____ Grade Level: D B J C S A (Circle one)

Address _____
Street City Zip Code

Best phone number(s) to reach you (_____) _____ E-Mail Address _____

If participants have disabilities that require special accommodations, please provide necessary information. _____

Number of Participants #Girls: _____ #Boys: _____ #Women: _____ #Men: _____ Total number Camping: _____

Additional insurance must be purchased for non-registered Girl Scouts. This includes adults. Additional Insurance Request Form can be found on our website.



Camp/Property Request:

For overnight camping, check in no earlier than 3 PM, check out no later than 1:00 PM. Early arrival and late checkout may be available depending on scheduled site usage.

Camp/Property:	Building(s)/Unit(s):
Expected Arrival Time:	Expected Departure Time:
1 st Date Choice:	
2 nd Date Choice:	

Troop Leader's Signature Date

Method of Payment: Check or Money Order in the amount of \$ _____

Bill my   Card Number _____ Expiration Date _____ Card Code _____

Amount \$ _____ Signature _____

Columbia Service Center	130 Pinnacle Point Court, Suite 100	Columbia, SC 29223	T 803.782.5133	F 803.782.0410
Greenville Service Center	Five Independence Pointe, Suite 120	Greenville, SC 29615	T 864.770.1400	F 864.272.3394
Spartanburg Service Center	349 East Blackstock Road	Spartanburg, SC 29301	T 864.576.2514	F 864.587.7367
Corporate Headquarters	Five Independence Pointe, Suite 120	Greenville, SC 29615	T 864.770.1400	F 864.272.3394

Troop Program Facility Reservation Request Form – page 2

On chart below, check building/facilities requested, then record total fees due below. For more details on individual Program Facilities, please visit www.gssc-mm.org. Day-Use fee is same as Overnight fee unless otherwise indicated.

Aiken Hut - Aiken, SC

____ Meeting Room Seats 20 For availability, write to aikenhut@gssc-mm.org

Clinton Hut – Clinton, SC

____ Meeting Room Seats 30 For availability, write to clintonhut@gssc-mm.org

Mary Elizabeth - Spartanburg, SC

____ Grounds (day-use)	\$00/day	Deposit \$00
____ Lodge	Sleeps 40	\$45/night Deposit \$45
____ Lodge (day-use 8:00 AM - 2:00 PM)	\$30/day	Deposit \$30
____ Program Center (meeting room)	Seats 30	\$10/day Deposit \$10
____ **Swimming Pool (Capacity 200)	\$50/4 hrs	Deposit \$50
____ Primitive Tent Camping	\$10/night	Deposit \$10
____ Corny's Crib		
____ Parson's Shelter		
____ The Dell		

Ponderosa - Pauline SC

____ Grounds (day-use)	\$00	Deposit \$00
____ *Lodge	Sleeps 25	\$35/night Deposit \$35

Wistagoman – Anderson, SC

____ Grounds (day-use)	\$00	Deposit \$00
____ Lodge & Picnic Shelter	Sleeps 26	\$45/night Deposit \$45
____ Lodge (day-use 8:00 AM - 2:00 PM)	\$30/day	Deposit \$30
____ *Primitive Site (Set-up Tents only)	\$10/night	Deposit \$10

WaBak – Marietta, SC

____ *Craft Hut (meeting room)	Seats 25	\$10/day	Deposit \$10
____ *Dining Hall	Seats 110	\$100/day	Deposit \$100
____ Grounds (day-use)		\$00	Deposit \$00

Gypsy Unit

____ *Gypsy Cabin 1	Sleeps 6	\$15/night	Deposit \$15
____ *Gypsy Cabin 2	Sleeps 6	\$15/night	Deposit \$15
____ *Gypsy Cabin 3	Sleeps 6	\$15/night	Deposit \$15
____ *Gypsy Cabin 4	Sleeps 6	\$15/night	Deposit \$15
____ *Gypsy Cabin 5	Sleeps 6	\$15/night	Deposit \$15

Gate house

____ *Gate house	Sleeps 14	\$20/night	Deposit \$20
____ *Handy Man Cabin	Sleeps 2	\$15/night	Deposit \$15
____ Lucille Smith Cabin	Sleeps 12	\$35/night	Deposit \$35
____ *Pathfinder Unit	Sleeps 28	\$30/night	Deposit \$30
____ *Pioneer Unit (Tents 1-7)	Sleeps 28	\$15/night	Deposit \$15
____ ** Swimming Pool (Capacity 125)		\$50/4 hrs	Deposit \$50
____ Yates Lodge	Sleeps 36	\$45/night	Deposit \$45

Rambler Unit

____ Squirrel II	Sleeps 10	\$25/night	Deposit \$25
____ Tadpole II	Sleeps 10	\$25/night	Deposit \$25
____ Cricket II	Sleeps 10	\$25/night	Deposit \$25
____ Sleepy Hollow II	Sleeps 10	\$25/night	Deposit \$25
____ Whippoorwill II	Sleeps 10	\$25/night	Deposit \$25
____ Lodge (meeting space)	Seats 50	\$40/night	Deposit \$40
____ Picnic Shelter w/restroom		\$10/day	Deposit \$10

For reservations at Camps Mary Elizabeth, Ponderosa, or Wistagoman, please indicate the best method to receive the keys.

---- I can pick up the keys from my local service center several days before my reservation date. I will return the keys to the service center within two days after my trip.

____ Please mail the keys to the address on the front of this form. I will mail the keys back within two days after my trip.

Please submit the following amounts in separate checks made payable to GSSC-MM:
Security Deposit: \$_____ (Maximum of \$50) (Due with reservation form)
Rental Total: \$_____
(Due 4 weeks before reservation date)

Camp Mary Elizabeth and Camp WaBak will be closed from Memorial Day – August 15 due to summer camp. These dates are subject to change
Swimming pool rentals: Lifeguards are the responsibility of the renter. Lifeguard certification must be turned in with application.

* Open weather permitting: April 1 – November 1
** Open weather permitting: Memorial Day Weekend through Labor Day

Reservation Confirmation – Office Use Only
Camp _____ Dates _____
Unit _____ Camp Fee _____
Confirmation Sent _____ Deposit Returned _____