

Non-Profit/Private Group 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. In preparation for your camp visit you will need to provide a Certificate of Liability FOUR WEEKS in advance of the reservation date. If you are a private group or family, you may need to purchase this from your insurance agent.

To reserve a site: Overnight reservations may be made up to four months in advance of desired date of use. Day-use reservations 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 credit 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 trip.

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 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 four (4) weeks in advance of reservation date.

Name _____ Organization: _____ Position: _____

Address _____
Street City Zip Code

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

Emergency Contact _____ Phone Day (_____) _____ Cell Phone (_____) _____

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

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



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	

Signature _____ Date _____

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

Bill my   Card Number _____ Expiration Date _____ Card Code _____

Amount \$ _____ Signature _____

