

Service Unit 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 Service Unit Event. In preparation for your Service Unit camp visit each troop will need to provide more information about the trip by completing their **Trip, Travel or Camping Approval Request** form which is due to the Community Development Manager FOUR WEEKS in advance of the trip. When troops turn in the **Trip, Travel or Camping Approval Request** form they will have to provide the names of all persons possessing specialized training or certification and determine if additional insurance is needed for the trip. Please provide the names of any persons with specialty training or certifications that are being shared so each troop may list it on their **Trip, Travel or Camping Approval Request** form as appropriate.

To reserve a site: To be included in the first chance drawing for site reservations, requests for September through December must be submitted by between June 1st and June 30th and requests for January through August must be submitted between October 1st and October 31st. Notification of assignments will be made by July 15th for September through December dates and by November 15th for January through August dates. At any time after these dates, reservations will be accepted on a space-available basis.

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 a 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.

Event/Encampment Director _____ Service Unit # _____ Grade Level served: D B J C S A (Circle)

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: _____

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 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	

Event/Encampment Director's Signature _____ Date _____

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

Bill my   Card Number _____ Expiration Date _____ Card Code _____

Amount \$ _____ Signature _____

Columbia Service Center
Greenville Service Center
Spartanburg Service Center
Corporate Headquarters

130 Pinnacle Point Court, Suite 100
Five Independence Pointe, Suite 120
349 East Blackstock Road
Five Independence Pointe, Suite 120

Columbia, SC 29223
Greenville, SC 29615
Spartanburg, SC 29301
Greenville, SC 29615

T 803.782.5133
T 864.770.1400
T 864.576.2514
T 864.770.1400

F 803.782.0410
F 864.272.3394
F 864.587.7367
F 864.272.3394

800.849.GIRL (4475)

www.gssc-mm.org

Service 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
 ___ Conry's Crib
 ___ Parson's Shelter
 ___ The Dell

Ponderosa - Pauline SC

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

Wistagoman – Anderson, SC

___ Grounds (day-use) \$00/night 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/day 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 \$100
___ 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 Seats \$10/night 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 and site use card 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 and site use card back within two days after my trip.

Please submit the following amounts in separate checks made payable to GSSC-MM:

Security Deposit: \$ _____ (maximum of \$150)
(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 _____