



# Outdoor Facility Rental

## Guidelines and Procedures

### Reserving a GSHOM Facility

1. Talk with your GS troop about what types of activities they would like to do at camp.
2. Visit [www.GSHOM.org](http://www.GSHOM.org) to view details and availability for each camp facility and decide which facility best meets the girls' interests (if you do not have internet access, please call your local regional center to request a copy of the facility rental information, see pages 236-243).
3. Complete the Outdoor Program Facility Rental form on page 253.
4. Mail, fax or drop off the completed rental form with the appropriate fees to your local regional center (see pages 5-10) no more than two weeks prior to the placement date (see below). Full payment is due at the time of registration. Troop placement is based on the rental forms postmarked or received by the first business day of each month. If more rental requests are received than space allows, a rental form will be chosen randomly to determine the renter for a given date (see Registration and Lottery Process below). Otherwise troops will be placed on a first-come, first served basis.
5. Upon acceptance of your rental form you will receive a confirmation packet informing you of your placement or a notice that the facility you have requested is full, allowing you an opportunity to select a new facility as available.

### Adult Supervision Requirements

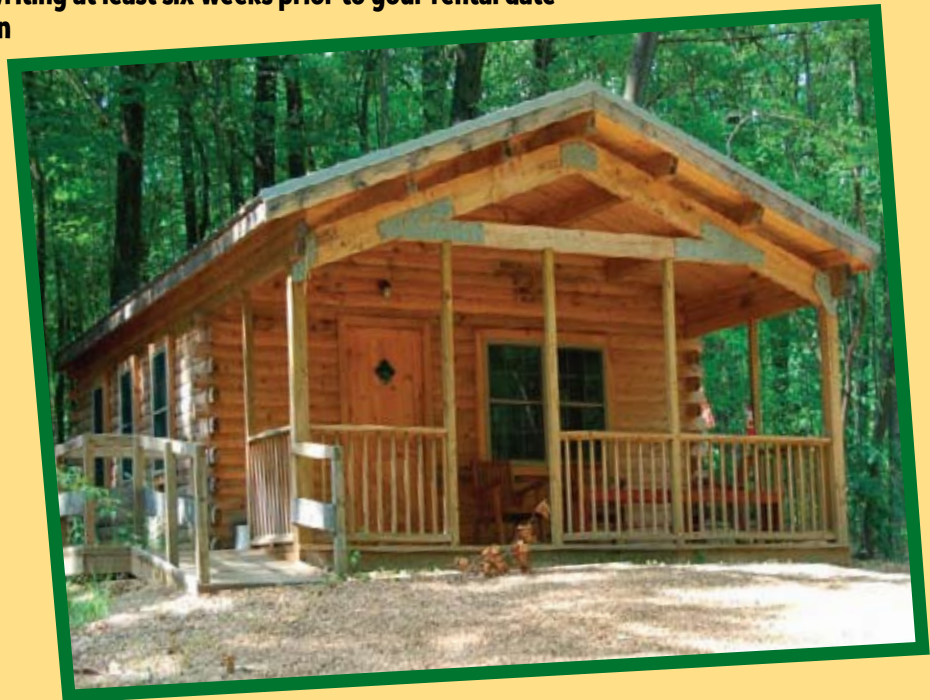
A minimum of two adults must accompany every GS troop to an overnight at any council facility. (Consult the new *Safety-Wise* guidelines found on page 62 for exact ratio information.) In order to provide a safe experience for our girls, an adult First Aider with current first aid and CPR certifications (appropriate to the girls' age group) is required for all camping at Girl Scout facilities. It is recommended that all girls and adults participating in camping or events are registered as members of GSUSA.

### Refunds and Cancellations

Cancellations must be submitted in writing at least six weeks prior to your rental date for a full refund. No refunds are given if a reservation is cancelled less than six weeks prior to the rental date or for failing to attend.

### Opening/Placement Dates

Reservations are processed on the first business day of each month, six months prior to rental date. Applications must be received by 5 p.m. on the first business day of the month to be included in initial placement. A lottery for multiple requests for a site will be held by noon on the second business day of each month. Applications received after this time will be placed on a first-come, first served basis.



<b>Rental Month:</b>	<b>Placement Begins:</b>
October	April
November	May
December	June
January	July
February	August
March	September
April	October
May	November
August	February
September	March



### The Registration and Lottery Process

All rental forms received or postmarked for a facility by the opening date will be processed with equal consideration. If more rental forms are received than space allows, a lottery will be held. During this process the rental forms are shuffled, randomly chosen and placed. Due to the large number of rental forms that are processed, please hold requests for telephone confirmation until one week after the opening date.

\*To comply with auditing practices, checks are deposited and credit cards processed upon receipt. If a troop is not selected, a credit will be issued. Checks returned for insufficient funds or credit card declines are subject to cancellation of facility rental, unless immediate action is taken to correct the problem.

### Program Confirmations - Girl Scouts Go Green!\*\*

You will receive a confirmation packet listing the facility/building in which you have been placed that includes: driving directions, arrival instructions, policies and procedures to follow while at camp and other pertinent information. If a confirmation packet is not received two weeks before the reserved date, please alert the sponsoring regional center so a new packet may be sent. \*\*If you provide an e-mail address on the Outdoor Program Facility Rental form, your confirmation packet will be sent electronically.

### Facility Care

GSHOM camps are owned and operated by members of the council. It is your troop/group's responsibility to leave the facilities clean and in good repair. If it is determined you have abused the privilege of using the facilities, your troop/group will be billed a cleaning and/or damage fee within 48 hours of your departure. Cleaning and damage payments are due within 10 working days of notification. Your troop/group will not be permitted to reserve council facilities or attend programs until full payment has been received.

### Program Opportunities

Be sure to keep in mind that while staying at a camp facility in a region other than your own, there are a variety of activities throughout the area that will make a great addition to your travel adventure. Take a look at the program index on page 77 for activities during your travel dates.

