

GSNWGL Groups Facility Reservation Form

Leaders completing this form do not need to complete a Troop Travel Form. Reservations may be made seven months in advance by Service Units; six months in advance by GSNWGL Girl Scout troops/groups.

Follow these steps to rent a facility:

- Choose the property/facility/low ropes course you'd like to rent (see http://gsnwgl.org/properties). Then check availability by viewing the property/facility/low ropes course's calendar on our website. The list of calendars is located here: http://calendars.gsnwgl.org/.
- 2. Submit completed form with total rental fee to: 4693 N Lynndale Dr., Appleton, WI 54913. Please be sure that all information is completed in full so we may begin to process your request immediately.
- 3. An email confirmation will be sent as the request is scheduled on our council reservation calendar. This email contains vital information including: entrance code/instructions on how to pick up keys, links for facility information, directions, property manager contact information, cleaning checklist, etc.. If requested site(s) is/are not available, you will be contacted immediately.
- 4. Cancellations must be received in writing four weeks prior to the event to receive a full refund of all fees paid.

Facility Request Day Usage Overnight Usage Check in: 3:30 p.m. / Check out: 2:00 p.m. St Choice: Camp/Service Center: Room/Site: Departure (date/time): Departure (date/time): Departure (date/time): Departure (date/time): This should be a person who will be available during your event, but NOT attending the event, in case of an emergency or change of plans. Name: Address/city/State/Zip: Phone (where they can be reached during your reservation): Signature Lagree to conduct this event according to Girl Scouts of the Northwestern Great Lakes policies and guidelines. I have read/will read and understand all of the information given to me with my confirmation and agree to abide by the procedures set forth, including verifying that	Group Infor	mation			
Email Address (required for confirmation): Phone: Day: Mobile:	Contact Perso	on:	Troop #/SU #/Group Name:		
Number of Girls: Daisy Brownie Junior Cadette Senior Ambassador Number of: Registered Girl Scout Adults: Non-Registered Participants*	Address/City/S				
Number of Girls: Daisy Brownie Junior Cadette Senior Ambassador Non-Registered Participants*	Email Address	s (required for confirmation):			
Non-Registered Participants* *Additional activity insurance MUST be purchased for non-registered participants Contact insurance @gsnwgl.org to obtain additional insurance insurance @gsnwgl.org to obtain additional insurance general general insurance general general insurance general	Phone: Day:	(Mobile:(
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1st Choice: Camp/Service Center: Room/Site: Performance Room/Site: Room/Site: Room/Site: Performance Room/Site: Room/Site: Performance Room/Site: Room/Site: Room/Site: Room/Site: Room/Site: Room/Site: Performance Room/Site: Room/Site: Performance Room/Site: Room/Site: Performance Room/Site: Room/Site: Performance			Contact <u>insurance@gsnwgl.org</u> to obtain additional insurance		
Arrival (date/time)*:	Facility Req				
2nd Choice: Camp/Service Center: Room/Site: Departure (date/time): **If requesting multiple dates (for a recurring troop.SU meeting, etc.), indicate all dates on this form. Use field below if you need additional space. Emergency Contact This should be a person who will be available during your event, but NOT attending the event, in case of an emergency or change of plans. Name: Address/city/State/Zip: Phone (where they can be reached during your reservation): () Signature I agree to conduct this event according to Girl Scouts of the Northwestern Great Lakes policies and guidelines. I have read/will read and understand all of the information given to me with my confirmation and agree to abide by the procedures set forth, including verifying that	1 st Choice:	Camp/Service Center:	Room/Site:		
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an adult with the required safety certifications and trainings will be present for all applicable activities. I also understand that I will be held responsible for any damages to the premises and I will be billed if there are any damages caused by my group Signature of Contact Person (Responsible Party) Date	I agree to condu understand all c an adult with the	of the information given to me with my con the required safety certifications and trace for any damages to the premises and I was a support of the premise of the premises and I was a support of the premise of the premis	nfirmation and agree to abide by the procedures set forth, including verifying that rainings will be present for all applicable activities. I also understand that I will be will be billed if there are any damages caused by my group		

Required Training Information

By entering into this rental agreement with GSNWGL you are guaranteeing that your group will have an adult who has received any required certifications present at all necessary times, per GSNWGL policies.

Re	Required for Primitive Camping, Cooking Outdoors, Building a Fire, or Other Higher Risk Activities				
Out	Outdoor Education Training				
Nar	ne:Training Course/Date:				
	et Aid/CPR Certifications (Child CPR required for children younger than eight) It's Name:				
Exp	iration Date CPR:First Aid				
Fo	· All Water Activities				
	guard Certification				
Life	guard Name:Expiration Date:				
For	All Boating/Kayaking/Canoeing Activities				
Sm	all Craft Water Safety Certification (or equivalent experience)				
Adu	It's Name:Expiration Date:				
Not faci Rop	Use of Ropes Course e: to use course you also need to reserve a building at the property, to ensure attendees have access to a restroom lity and water as needed. es Course Training Training Course/Date:				
	Payment Information				
Fac	lity Rental Fee (Fees listed on page 3): \$				
	Check number enclosed payable to <i>GSNWGL</i>				
	Credit card: If you would like to pay by credit card and are emailing or faxing your reservation form in, please leave CC info blank. Scan and email/fax form, then call 888.747.6945 to give us your credit card information over the phone. You should not send credit card information via email or fax. Completed forms with CC info included can be dropped off or mailed to the Appleton Service Center, 4693 N Lynndale Dr, Appleton, WI 54913				
	MasterCard/Visa # Expiration Date				
	V-Code (Three digit number found in the signature box on the back of card)				
	Signature of card holder (required)				
	ACH withdrawal from troop account. Council has up to date ACH information on file.				
Qι	ail: propertyreservations@gsnwgl.org Fax: 920.734.1304, Mail: Appleton Service Center, 4693 N Lynndale Dr, Appleton, WI 54913 estions about your reservation or about a specific property? ntact propertyreservations@gsnwgl.org or call 888-747-6945				
	OFFICE USE ONLY Date Application Rec'd Total Fee \$ Rec'd on Receipt #				



Properties/Facilities - Capacities & Fees for Girl Scout Groups

Appleton Service Center		
	Capacity Day/Night	Fee Day/Night
Friendship A	50 / 25	\$30 / \$40
Friendship B	100 / 35	\$30 / \$40
Friendship C	15 / NA	\$20 / NA
Training A	20 / 10	\$20 / \$25
Training B	20 / 10	\$20 / \$25

Camp Nawakwa			
	Capacity Day/Night	Fee Day/Night	
Chalet	22 / 22	\$45 / \$60	
Heyde House	28 / 28	\$45 / \$60	
Hobbs Dining Hall	100 / NA	\$30 / NA	
Hobbs Lower Level	100 / 30	\$30 / \$40	
Mary E. Marshall Lodge	15 / NA	\$18 / NA	
Timbercrest Yurts	24 / 24	\$18 / \$30	
Low Ropes Course	20 / NA	Free with other building rental	

Eau Claire Service Center		
	Capacity Day/Night	Fee Day/Night
Program Room	30 / 15	\$30 / \$40

Camp Pow-Low				
Capacity Fee Day/Night Day/Night				
The Lodge	35 / 20	\$24 / \$36		
Adirondack Cabins	12 / 12	\$18 / \$30		
Platform Tents	48 / 48	\$18 / \$30		

Camp Birch Trails			
	Capacity Day/Night	Fee Day/Night	
Graebel Lodge	30 / 24	\$45/ \$60	
Leafy Glen Platform Tents	24 / 24	\$18 / \$30	
Maple Ridge Platform Tents	24 / 24	\$18 / \$30	
Ethel's Yurt Village	42 / 42	\$18 / \$30	
Dining Hall	125 / NA	\$30 / NA	
Low Ropes Course	20 / NA	Free with other building rental	

Camp Sacajawea			
	Capacity Day/Night	Fee Day/Night	
Lizette Program Center	40 / 25	\$30 / \$40	
Charbonneau Center	50 / 30	\$24 / \$36	
Mead Hall	30 / 12	\$24 / \$36	
Mandan	32 / 32	\$18 / \$30	
Red Arrow	30 / NA	Free /NA	
Low Ropes Course	20 / NA	Free with other building rental	

Camp Cuesta		
	Capacity Day/Night	Fee Day/Night
Troop House	30 / 25	\$30/ \$40
Tent Cabin Unit & Pavilion	16 / 16	\$18/ \$30

Camp Winnecomac		
	Capacity Day/Night	Fee Day/Night
Eagle's Lodge	75 / 25	\$45 / \$60
Hawk's Haven	40 / 15	\$18 / \$30
Yurts	20 / 20	\$18 / \$30
Low Ropes Course	20 / NA	Free with other building rental

Camp De	el O'Claire	
	Capacity Day/Night	Fee Day/Night
Alexander Lodge	30 / 24	\$45 / \$60



Equipment Inventory

Kitchen Supplies*

Available in all overnight lodges with kitchens

- Plates, bowls, flatware, glasses, mugs - service for sleeping capacity +10
- Platters
- Serving dishes
- Serving bowls
- Serving spoons
- Coffee maker
- Toaster
- Microwave
- **Broiler**

- Skillet w/covers
- Saucepans w/covers
- Stockpot w/cover
- 9 x 13 cake pans
- 9 x 9 cake pan
- Strainer
- Colanders
- Cutting boards
- Pitchers (2 quart)
- Pitcher (gallon)
- Masher

- Can opener
- Bottle opener
- Measuring cups
- Measuring spoons
- Cheese slicers
- Pizza cutters
- Wire whisks
- Funnels
- Spatulas
- Ice cream scooper
- Tongs

- Ladles
- Potato peelers
- Graters
- Meat thermometers
- Corer/slicer
- Pie pans
- Cookie sheets
- Griddle
- Weather radio
- Snow shovel (winter)

Cleaning Equipment

Included with all lodge, tent cabin, platform tent, and yurt rentals

- Mop** Garbage bags Rags/Towels ** These items are in lodges only Mop Bucket** Broom Cleaning Vacuum** solvents Dustpan
 - **Outdoor Equipment**

Included with all lodge, tent cabin, platform tent, and yurt rentals

- Fire grates
- Fire pails
- Rake
- Shovel
- 12 pie irons
- 12 roasting forks
- Dutch oven
- Utensil Bag***
- 3 dish pans for washing, sanitizing &
 - - Bleach Dish soap
- Water jug w/spigot (only if water is not accessible)

rinsing

Dishcloths, towels and pot holders are provided at all facilities. Council staff will launder these items. You may leave them on the counter by the sinks in the lodges or in a neat pile in any of our other facilities.

Any special Outdoor Equipment request that you may have should be communicated in writing to the Property/Outdoor Program Department at propertyreservations@gsnwgl.org at least two weeks prior to your reservation. You may also contact them for a list of special equipment available.

Please note that equipment inventory may fluctuate due to repairs or replacements.

^{*}Kitchen equipment from a lodge is NEVER to be used over a fire/outdoors.

^{***}Utensil bag includes: slotted spoon, 2 potato peelers, short-handled fork, tongs, spatulas, grater, measuring cups, measuring spoons, ladle, 2 paring knives, bottle opener, can opener, serving/mixing spoons, cutting board, and an egg beater/whisk.