

## Facility Reservation Form for GSNWGL Groups

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 you'd like to rent (see <a href="http://gsnwgl.org/properties">http://gsnwgl.org/properties</a>). Then check availability by viewing the facility's calendar on our website. The list of calendars is located here: <a href="http://calendars.gsnwgl.org/">http://calendars.gsnwgl.org/</a>
- 2. Submit completed form with total rental fee to 4693 N Lynndale Dr., Appleton, WI 54913. **Incomplete requests cannot be processed!**
- 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 right away
- 4. Cancellations must be received in writing four weeks prior to the event to receive a full refund of all fees paid

Group Info	rmation	
Contact Person:Troop		Troop #/SU #/Group Name:
Address/City/S	State/Zip:	
Email Address	s (required for confirmation):	
Phone: Day:	() Cell:(	)
Number of G	<b>Girls:</b> Daisy Brownie	Junior Cadette Senior Ambassador
Number of:	Registered Girl Scout Adults:	Non-Registered Participants* *Additional activity insurance MUST be purchased for non-registered participants Contact insurance@gsnwgl.org to obtain additional insurance
Facility Rec	uest Day Usage 8 hours or less	Overnight Usage  Check in: 3:30 p.m. / Check out: 2:00 p.m.
1 <sup>st</sup> Choice:	Camp/Service Center:	Room/Site:
	Arrival (date/time)*:	Departure (date/time):
2 <sup>nd</sup> Choice:	Camp/Service Center:	Room/Site:
	Arrival (date/time):	Departure (date/time):
*If requesting m	ultiple dates (for a recurring troop.SU meeti	ing, etc.), indicate all dates on this form. Use field below if you need additional space.
change of plan Name: Address/city/S	e a person who will be available durirns.  State/Zip:	ng your event, but NOT attending the event, in case of an emergency or servation): (
understand all o	of the information given to me with my co he required safety certifications and to	the Northwestern Great Lakes policies and guidelines. I have read/will read and enfirmation 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
Signature of C	Contact Person (Responsible Party )	 Date

## Required Training Information

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

Re	equired for Primitive Camping, Cooki	ng Outdoors, Building a Fire, or Other Higher Risk Activities	
Οι	ıtdoor Education Training		
Na	Name:Training Course/Date:		
	rst Aid/CPR Certifications (Child CPR requiullit's Name:		
Ex	piration Date CPR:	First Aid	
Fo	or All Water Activities		
Lif	eguard Certification		
Lif	eguard Name:	Expiration Date:	
Sn	or All Boating/Kayaking/Canoeing Act nall Craft Water Safety Certification (or equally solution)		
Fo	or Use of Ropes Course		
	ppes Course Training		
	lult's Name:	Training Course/Date:	
		Payment Information	
Fac	cility Rental Fee (Fees listed on page 3):	\$	
	Check number enclosed p	payable to <b>GSNWGL</b>	
	Credit card MasterCard/Visa #	Expiration Date	
	V-Code (Three digit number found	· ·	
	Signature of card holder (required)		
on	the form, scan and email/fax form then call 888.74 ms can be dropped off, mailed to the Appleton Se  Questions about your reserve	formation via email or fax. If you would like to pay by credit card, please indicate 47.6945 to give us your credit card information over the phone. Or completed rvice Center, 4693 N Lynndale Dr, Appleton, WI 54913 or fax to 920.734.1304.  vation? Contact us at propertyreservations@gsnwgl.org c property? Contact propertyreservations@gsnwgl.org	
	Date Application Rec'd To	OFFICE USE ONLY           tal Fee \$ Rec'd on Receipt #           Confirmation Sent	
1	Date kevs iss	sued Date keys returned	



# 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	

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

Green Bay Service Center			
	Capacity Day/Night	Fee Day/Night	
Activity Room	99 / 40	\$30 / \$40	

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
Ropes Course	20 / NA	Free w/ other site rental; \$5/person if rented alone

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

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

Camp Nawakwa			
	Capacity	Fee	
	Day/Night	Day/Night	
Chalet	22 / 22	\$45 / \$60	
Heyde House	28 / 28	\$45 / \$60	
Hobbs Dining Hall	120 / NA	\$30 / NA	
Hobbs Lower Level	100 / 30	\$30 / \$40	
Mary E. Marshall Lodge	15 / NA	\$18 / NA	
Timbercrest Yurts	24 / 24	\$18 / \$30	
Hilltop Platform Tents	36 / 36	\$18 / \$30	
Valley Tent Cabins	20 / 20	\$18 / \$30	

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

Camp Sacajawea		
	Capacity Day/Night	Fee Day/Night
Program Center	40 / 25	\$30 / \$40
Charbonneau Center	50 / 30	\$24 / \$36
Mead Hall	30 / 12	\$24 / \$36
Mandan	32 / 32	\$18 / \$30
Shoshone	36 / 36	\$18 / \$30
Minataree	12 / 12	\$18 / \$30
Red Arrow	30 / NA	Free / NA

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
Ropes Course	20 / NA	Free w/ other site rental; \$5/person if rented alone



## **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\*\* Mop Bucket\*\*
- Vacuum\*\*
- Garbage bags
- Broom
- Dustpan
- Rags/Towels
- Cleaning solvents

\*\* These items are in lodges only

### **Outdoor Equipment**

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

Fire grates

Shovel

- Fire pails
- Rake
- 12 pie irons 12 roasting forks

- Dutch oven Utensil Bag\*\*\*
- 3 dish pans for washing, sanitizing & rinsing
- Bleach
- Dish soap
- Water jug w/spigot (only if water is not accessible)

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.

<sup>\*</sup>Kitchen equipment from a lodge is NEVER to be used over a fire/outdoors

<sup>\*\*\*</sup>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.