



Girl Scout Program Site Agreement

form #700 • 09/21 • page 1 of 2

Today's Date _____

Person in Charge _____ Troop # _____ SU # _____

Email _____ Phone: Day _____ Eve _____

Address _____ City/State/ZIP _____

Alternate Contact _____ Phone: Day _____ Eve _____

Event Description/Purpose of Use (Ex: "SU55 Campout") _____

Request Program Sites & Amenities:

Complete this agreement upon approval of availability. Day use is one half of fee listed. Troops may reserve dates no more than six months in advance and service units no more than twelve months in advance.
For site descriptions, go to www.girlscoutsosw.org/properties.

| Program Centers | <u>sleeping capacity</u> | <u>per night</u> |
|--|--------------------------|------------------|
| <input type="radio"/> Albany | 40..... | \$50 |
| <input type="radio"/> Medford Service Center | 30..... | \$50 |
| <input type="radio"/> Newport | 15..... | \$60 |
| <input type="radio"/> Ruth Hyde..... | 100..... | \$25 |
| <input type="radio"/> Seaside..... | 15..... | \$60 |
| <input type="radio"/> The Homestead..... | 40..... | \$150 |
| <input type="checkbox"/> Archery* (per day) | | \$20 |

| Camp Arrowhead | <u>sleeping capacity</u> | <u>per night</u> |
|--|--------------------------|------------------|
| <input type="radio"/> All of Camp (excludes Celilo)..... | 295..... | \$500 |
| <input type="radio"/> Staff Hill..... | 19..... | \$75 |
| <input type="radio"/> Lodge & Area..... | 40..... | \$150 |
| <input type="radio"/> Tyhee..... | 52..... | \$75 |
| <input type="radio"/> Klickitat..... | 60..... | \$75 |
| <input type="radio"/> Tahoma..... | 52..... | \$75 |
| <input type="radio"/> Wa-Nee-Ya | 52..... | \$75 |
| <input type="radio"/> Cheesiah | 20..... | \$50 |
| <input type="radio"/> Celilo (separate from "All of Camp" fee) | 20..... | \$150 |
| <input type="radio"/> Corn Crib..... | | \$50 |
| <input type="radio"/> Primitive (per tent) | | \$5 |
| <input type="radio"/> Kitchen (per day) | | \$75 |
| <input type="radio"/> Boats* (per boat, per day) | | \$20 |
| <input type="radio"/> Archery* (per day) | | \$20 |
| <input type="radio"/> Climbing Wall* (per hour) | | \$25 |
| <input type="radio"/> Swimming Pool* (per day)..... | | \$75 |

| Camp Cleawox | <u>sleeping capacity</u> | <u>per night</u> |
|--|--------------------------|------------------|
| <input type="radio"/> All of Camp | 188..... | \$475 |
| <input type="radio"/> Lodge | 40..... | \$250 |
| <input type="radio"/> Staff House & Area | 38..... | \$100 |
| <input type="radio"/> Buccaneers Unit..... | 28..... | \$75 |
| <input type="radio"/> Clippers Unit..... | 28..... | \$75 |
| <input type="radio"/> Pirates Unit..... | 24..... | \$75 |
| <input type="radio"/> Explorers Unit..... | 30..... | \$75 |
| <input type="radio"/> Archery* (per day) | | \$20 |
| <input type="radio"/> Boats* (per boat, per day) | | \$20 |
| <input type="radio"/> Low Ropes Course* (per hour) | | \$25 |

| Camp Whispering Winds | <u>sleeping capacity</u> | <u>per night</u> |
|--|--------------------------|------------------|
| <input type="radio"/> All of Camp | 228..... | \$475 |
| <input type="radio"/> Richard's Lodge | 34..... | \$75 |
| <input type="radio"/> Oaks Lodge | 26..... | \$75 |
| <input type="radio"/> Ash Grove | 32..... | \$50 |
| <input type="radio"/> Maple Valley | 32..... | \$50 |
| <input type="radio"/> Alderview..... | 40..... | \$50 |
| <input type="radio"/> Covered Wagons | 24..... | \$50 |
| <input type="radio"/> Kitchen/Swallows Dining Hall (per day) | 40..... | \$75 |
| <input type="radio"/> Swimming Pool* (per day)..... | | \$75 |
| <input type="radio"/> Archery* (per day) | | \$20 |
| <input type="radio"/> Boats* (per boat, per day) | | \$20 |
| <input type="radio"/> Low Ropes Course* (per hour) | | \$25 |
| <input type="radio"/> Mountain Bikes (per bike, per hour)..... | | \$5 |

| Mountindale | <u>sleeping capacity</u> | <u>per night</u> |
|--|--------------------------|------------------|
| <input type="radio"/> All of Camp | 128..... | \$475 |
| <input type="radio"/> Marilyn's Place..... | 72..... | \$300 |
| <input type="radio"/> The Pavilion (Pavy's)..... | 18..... | \$100 |
| <input type="radio"/> The Rafters..... | 22..... | \$50 |
| <input type="radio"/> The Adirondacks | 16..... | \$25 |
| <input type="radio"/> Primitive (per tent) | | \$5 |
| <input type="radio"/> Archery* (per day) | | \$20 |

*These activities require certifications or special training.
Refer to Safety Activity Checkpoints at bit.ly/gsoswsac.

Submit this completed form to property@girlscoutsosw.org.

For meeting room reservations, call:
 Portland Service Center: 503-977-6819
 Eugene Service Center: 541-246-1241
 Medford Service Center: 541-622-6156
 Bend Service Center: 541-389-8146

Or, email answers@girlscoutsosw.org

For all other property reservations, email property@girlscoutsosw.org or call 503-977-6834.

Girl Scout Program Site Agreement

Estimate Attendance:

Girl Scouts:

_____ Female Adults
 _____ Male Adults
 _____ Girls Grade Level _____

Non-Girl Scouts:

(No overnights permitted, must have non-member insurance, and adults background-checked)

_____ Female Adults
 _____ Male Adults
 _____ Girls Grade Level _____
 _____ Boys Grade Level _____

_____ **Total Attendees**

Arrival & Departure:

Arrival (no earlier than 3:30 p.m.)

Date _____

Time _____

Departure (no later than 2:00 p.m.)

Date _____

Time _____

Calculate Fees:

Site fees \$ _____ x _____ nights = \$ _____
 Site fees for day use \$ _____ x _____ days = \$ _____
 Archery \$20 x _____ days = \$ _____
 Boats # _____ x \$20 x _____ days = \$ _____
 Bikes # _____ x \$5 x _____ hours = \$ _____
 Swimming Pool \$75 x _____ days = \$ _____
 Low Ropes Course \$25 x _____ hours = \$ _____
 Climbing Wall \$25 x _____ hours = \$ _____
 Kitchen \$75 x _____ days = \$ _____

Total Fees* \$ _____

Due Now With This Agreement:

Full balance if Total Fees* are \$50 or less (non-refundable); **OR** Deposit of 20% of Total Fees* if they are more than \$50 (non-refundable). Remaining balance due 30 days prior to check-in.

Full Balance or Deposit \$ _____

- This is a troop/group/service unit event.
- This is a council-sponsored and/or staff-led event.
- We have special pricing due to a reward or prize. Documentation is attached.

Description: _____

Agreement & Signature (Mandatory):

- For overnight reservations, I will arrive at the site(s) requested no sooner than 3:30 p.m. and depart no later than 2:00 p.m. If arriving earlier, I will pay an additional day use fee. I will check in with the ranger (or arrange for a key/code) and arrive no later than 9:00 p.m. For day use only, my reservation is valid from 9:00 a.m. to 5:00 p.m.
- I understand that my deposit is non-refundable. If I cancel my reservation less than 30 days prior to my reservation date, ANY OTHER fees paid cannot be refunded as well.**
- I will comply with all Girl Scouts of Oregon and SW Washington policies, procedures, and safety guidelines as stated in *Volunteer Essentials* and *Safety Activity Checkpoints*, and I will submit required travel documents to my Event & Travel Coordinator.
- Background checks of all adults will be current by our check-in date.
- Required overnight training by all adults will be current by our check-in date.
- I will comply with all site responsibilities as stated in the instructions to be provided to me before my arrival.
- I will pay a minimum \$75 fee if I/we have left the site(s) in damaged or unsatisfactory condition as determined by GSOSW.
- I understand that other Girl Scout troops may reserve different areas of the property from those my troop has reserved during the same dates.
- All required certifications for amenities (*) will be submitted to the site registrar at least one week before our check-in date.

I have read the above statements and agree to abide by them.

 Girl Scout Leader/Volunteer in Charge Signature

 Date

Troop Debit/Credit Card Payment Information:

Cardholder Name _____ Cardholder Signature _____

Billing Address (if different than page 1) _____

| Debit/Credit Card Number | Security Code | Expiration Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|---|--|--|--|--|
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