



Girl Scouts of Oregon &
 Southwest Washington
 9620 SW Barbur Blvd. Portland, OR 97219
 girlscouts@girlscoutsofsw.org

**Program Center Use Agreement
 For Local Troops**

Girl Scouts®

As leader of troop _____ in the community of _____, I agree to use the _____ program center for regular troop meetings, during times approved by the program center manager, at no charge to my troop. I further agree that this authorization extends only to my troop and its meetings and does not allow me the use, at no charge, of the facility for non-troop, personal or business-related activities. If I wish to use the facility for purposes other than my troop meeting, I must complete and submit an "Outside Group Site Reservation Form/Rental Agreement for Girl Scout Program Center" form to the local program center manager.

In return for the use of this facility at no charge, I understand that, in addition to the conditions listed further in this agreement, my troop is responsible for:

- assisting with periodic service unit clean-up days for the program center;
- notifying the program center manager if janitorial supplies (soap, paper towels, toilet paper, cleaning products, etc.) are needed;
- notifying the program center manager of any damage noted or appliances (heater, refrigerator, stove, etc.) not in working order.

Service unit _____ Today's date _____, 20____

Leader's Name _____

Day phone (_____) _____ Evening Phone (_____) _____

Mailing address _____

City _____ State _____ Zip _____

E-mail address _____

Day of the week troop meets _____ Frequency of meetings _____

Time of meeting: from _____ to _____

Number of girls in troop _____ Number of adults in troop _____

Key holders:

Name of key holder	Key #

This agreement is effective _____, 20____ through September 30, 20____ and must be renewed each year.

THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. The use or possession of firearms, alcohol or illegal drugs is expressly forbidden on Girl Scout property or during a Girl Scout event.
2. Any damage, graffiti or breakage to the buildings or the equipment will be the responsibility of the troop using the program center. If the troop fails to fix the damage, graffiti or breakage, within 30 days of the occurrence, this agreement will become void and the leader will be required to return all keys to the facility.
3. The troop/group is responsible for cleaning up after use of the facility. Clean-up not completed by the troop/group may result in the loss of use of the facility. See each facility's cleaning list for specific cleaning to be done.
4. At all times, troops/groups are responsible for the supervision and acceptable behavior of all group members.
5. The adult in charge of the troop/group must be familiar with Girl Scouts of OSW Council's *Policies and Procedures* and the GSUSA publication *Safety-Wise*. The troop/group using the facility must have present an adult currently certified in first aid and CPR in attendance and an adult who has taken the applicable adult development courses (contact your service unit manager or the assistant executive director at the council service center for current requirements). This may be the same person. Each troop/group must provide its own first aid kit.
6. All registered members of GSUSA are covered by secondary accident insurance for trips lasting three days or less. Non Girl Scouts in your group agree to indemnify Girl Scouts of OSW Council, GSUSA and all persons connected with Girl Scouting and hold them harmless from any liability from injuries or damages which may be sustained during the period while in the facility, on the property and/or at the event. In case of emergency transport or site evacuation, site users are in charge of their own emergency transportation.
7. The troop/group may not bring personal pets to the site unless the animal is a certified service animal (i.e. guide dog).
8. This agreement must be returned to the program center manager prior to use of the facility for troop/group meetings.

I understand that in submitting this agreement, I, and the members of my troop, agree to abide by all conditions outlined in this agreement. I understand that my troop/group will be responsible for any damages they may inflict to the program center facilities. I understand that my use of the program center for troop meetings is not complete until the program center manager has received and approved this form.

Signature of adult in charge _____ Date _____, 20____

Approved by program center manager:

Signature _____ Date _____, 20____