



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

**Troop/Group Site Reservation/  
Rental Agreement For  
Girl Scout Program Center**

**Girl Scouts®**

Please complete this form and return by \_\_\_\_\_ along with your fees indicated below. **We require 30 days notice to cancel. Less than a 30-day notice of cancellation will result in forfeiture of your security deposit and all fees.** \_\_\_\_\_

signature of adult in charge

Troop number \_\_\_\_\_ Service unit \_\_\_\_\_ Today's date \_\_\_\_\_, 20

Name of adult in charge \_\_\_\_\_ Position \_\_\_\_\_

Day phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Mailing address \_\_\_\_\_

E-mail address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number in group: Adults \_\_\_\_\_ Girl members \_\_\_\_\_ Non-members under 18 years of age \_\_\_\_\_

Dates requested: \_\_\_\_\_, 20 to \_\_\_\_\_, 20

Arrival time: \_\_\_\_\_  a.m.  p.m. Departure time: \_\_\_\_\_  a.m.  p.m.

<u>Site(s) requested</u>	<u>Fee</u>	<u># of days</u>	<u>TOTAL</u>
<input type="checkbox"/> Albany Program Center	_____ x	_____	\$ _____
<input type="checkbox"/> Lebanon Program Center	_____ x	_____	\$ _____
<input type="checkbox"/> Newport Program Center	_____ x	_____	\$ _____
Security Deposit			\$ 30
<b>TOTAL FEES DUE</b>			\$ _____

**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 subtracted from the troop/group security deposit. If the cost to repair damage is more than the security deposit, the troop/group will be billed for the difference.
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 all or part of the security deposit.
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 Oregon & Southwest Washington Council's *Policies and Procedures* and the GSUSA publication *Safety-Wise*. The troop/group using the facility overnight must have an adult currently certified in first aid and CPR in attendance and an adult who has taken the applicable outdoor adult development courses (contact your service unit manager or the assistant executive director at the council service center for current requirements). Each troop/group must provide its own first aid kit. The *Notice of Intent* form as required by council policy must be submitted and approved.

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 contract and payment due must be returned to the appropriate person indicated below by the date specified on this contract or the reservation will be cancelled. All fees will be refunded except the security deposit if paperwork is not submitted.

I understand the standards of troop camping as outlined in Girl Scouts of OSW Council's *Policies and Procedures* and Girl Scouts of the USA's *Safety-Wise*. I have completed a "Notice of Intent" form and received approval for this trip. I understand that the overnight use of this facility is from 5:00 p.m. through 4:00 p.m. the following day and that special arrangements must be made if more time is needed. I am aware that my troop/group will be responsible for any damages they may inflict to the program center facilities. **I understand that my reservation is not complete until this form and accompanying fees and the person listed below has received my deposit.**

Signature of adult in charge \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Site fee	\$	_____
Security deposit	\$	30 _____
TOTAL ENCLOSED	\$	_____

Mail this form, along with fees, damage and cleaning deposit to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Make checks payable to: Girl Scouts**