

Volunteer Center Reservation Form

Reservation Dates

Check-In Date _____ Time _____ Check-Out Date _____ Time _____

Group Information

Leader Name _____ Troop # _____ Service Unit _____

Address _____ City/State/Zip _____

Phone: Home _____ Work _____ Cell _____

E-mail Address _____

of participants: Total _____

___ Daisy ___ Brownie ___ Junior ___ Cadette ___ Senior ___ Ambassador ___ Adult ___ Tagalongs

Facility Information

Use of the Earline Locke Volunteer Center requires key check out from the Retail Shop prior to the event. A \$75 Damage Deposit is required. Damage deposits will be returned if Kapers are completed, the form is returned to the council upon departure and ALL requirements are met. Please return the completed Kapers sheet and key by putting it in the mail slot of the main building. Refund subject to confirmation by council staff.

Set Up: Please specify how many tables and chairs are needed. # of Tables _____ # of Chairs _____

	Capacity	Fee	Check to Reserve	Total
Volunteer Center (Day/Night Use)	N/A	\$25 per day/night		
Total Fees				\$ _____

Certification Information

A copy of current certification must be attached. Complete entire certification information.

Certification	Required for	Certified Person	Date Received
CPR	Day or Overnight Use		
First Aid	Day or Overnight Use		
Camping Adventure	Day or Overnight Use		

Notify the Girl Scout office immediately of cancellation. No fees will be refunded unless four weeks written notice is provided. **Email form to customer care@girlscoutssa.org** or mail Reservation Form and Payment to: 3483 Springhill Ave., Mobile, AL 36608

Payment Information

Please make checks payable to Girl Scouts of Southern Alabama, or GSSA.

Damage Deposit Amount \$75

Rental Fee Amount _____

Non-GSSA Council Amount \$75

Amount Total _____

Credit Card # _____ Card Type ___ MC ___ Visa ___ Discover

Expiration Date _____ CVV code _____

Authorized Signature _____