



Volunteer Center Reservation Form

Reservation Dates

1st Choice Check-In Date _____ Time ____ : ____ Check-Out Date _____ Time ____ : ____
 2nd Choice Check-In Date _____ Time ____ : ____ Check-Out Date _____ Time ____ : ____
 Day _____ Night _____ Overnight _____ More than one night (Specify how many) _____
 Location: Montgomery Volunteer Center Mobile Earline Locke Volunteer Center

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 or Montgomery Volunteer Centers requires key check out from the Retail Shop prior to the event. A \$25 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	\$10 per day/night		
Volunteer Center (Overnight Use)	20	\$25 per night		
Total Fees				\$ _____

Certification Information

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

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

Please complete second page.

Volunteer Center Reservation Form Continued

Notify the Girl Scout office immediately of cancellation. No fees will be refunded unless four weeks written notice is provided. Mail Reservation Form and Payment to:

Mobile Earline Locke Volunteer Center 3483 Springhill Ave., Mobile, AL 36608

Fax: 251.344.4181 or E-mail bdavis@girlscoutssa.org.

Montgomery Volunteer Center 145 Coliseum Boulevard, Montgomery, AL 36109

Fax: 334.272.6574 or E-mail ndavis@girlscoutssa.org

Payment Information

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

Damage Deposit Amount \$25 _____ Rental Fee Amount _____ Amount Total _____

MasterCard Visa Discover

Credit Card # _____ Expiration Date _____

Authorized Signature _____

OFFICE USE ONLY

Date Rec'd Stamp

Amount _____

Confirmation/Kaper Sent _____

Scheduled Yes No

Approved By _____