



Site Reservation Request – GSOH Girl Scout Groups

GSOH Girl Scouts can also make their reservation online at <http://www.gsoh.org/en/camp/reserve-a-camp.html>

Non-Girl Scout Groups must use the Site Reservation Request For Non GSOH form found on the Forms section of www.gsoh.org

Send Completed Form Attn: Site Reservations
 1700 WaterMark Dr., Columbus, OH 43215-1097
 Email: Reservations@gsoh.org Phone: 1-800-621-7042 or 614-487-8101

Reservation Process: Reservations are taken on a first come-first serve basis. Once a date has been selected you will receive an email containing a confirmation/invoice. Please be sure to watch your email (including spam folder) for all further communications from the site reservation system. Final payments are due **four weeks** prior to the event date. Non-GSOH Girl Scout Groups will need to provide a Certificate of Insurance from their local council (for at least one million dollars) listing GSOH as the certificate holder and an additional insured.

Name (Leader or Contact Person)		Complete Mailing Address (Street, City, State, Zip)				Email	
Primary Phone Number		Secondary Phone Number		Troop #	Service Unit or Council name (if non-GSOH)		
Date Range		Location	Lodge/Unit/Area Name	Arrival Time	Departure Time		
1 st Choice							
2 nd Choice							
Expected Number Of Participants (by current grade level)	Daisy K-1	Brownie Grades 2-3	Junior Grades 4-5	Cadette Grades 6-8	Senior Grades 9-10	Ambassador Grades 11-12	Adults
Name of Adult who is Troop Camp Certified (required for Girl Scouts only)							
Name of Adult who is First Aid, CPR & AED Certified (copy of certificates required) Please Note: A course that is completely online does not meet this requirement.							
Deposit: All Girl Scout groups must submit one night's fee (or if using site for day use only - one day's fee) with the request. The deposit amount due for Service Unit Camporees is \$100. Payments made at the time of reservation will be credited toward the overall site usage fee. Please see the Rental Guide at gsoh.org for pricing information. If damages occur due to the negligence of a rental group, the responsible party will be charged the cost necessary to replace or repair the damages.							
Deposit Amount: Due at the time of site reservation Site Fee Amounts: Due four weeks prior to event Make checks payable to: Girl Scouts of Ohio's Heartland			Deposit Amount	Rental Amount	Total Due	Amount Paid	Amount Due
An email confirmation will be sent within two weeks of receiving the Site Reservation Request and applicable deposit/1st night's payment. Full payment must be received at least four weeks prior to your event date. Payment can be made online or by submitting a check to GSOH.							
Cancellations/Refunds: In the event of a cancellation, site reservation staff must be notified in writing 30 business days or more in advance in order to receive a full refund including applicable deposit. If written notification of cancellation is received after 30 days but prior to 15 days in advance of the reservation date, a one-time transfer within the same reservation year (Oct. 1-Sept. 30) can be made without forfeiting payment. If written notification of cancellation occurs less than 15 business days from the date reserved, any deposit and payment will be non-transferable and non-refundable. Cancellations may be initiated over the phone, but in order to receive a refund or transfer you must send a written request by email, mail, or fax. Cancellations due to extreme circumstances or extreme weather conditions will be handled on a case by case basis. For acceptable extreme circumstances, a one-time transfer of the deposit/payment can be made to another available date within the same reservation year (Oct. 1-Sept. 30). If final payment or certifications are not received at least 15 days prior to your stay, your reservation may be canceled.							
ADDITIONAL INFORMATION: Site reservation emails will include links to the materials needed for your stay. It is your responsibility to read and become familiar with the information. Some of this information should be taken with you to the site. The access codes, site map and directions, and emergency contact information for the camp and facility you are reserving will be emailed to you 7 days prior to your reservation. This is contingent on the receipt of the final payment and certifications (if applicable).							
Credit Card Payment							
Cardholder name as it appears on card			Signature (required for Credit Card)			Amount to be Charged	
Please circle: Visa MC Discover		Credit Card #:		Security #:		Exp. Date:	
I have read the Rental Guide, I agree to the terms, and understand that I am responsible for meeting all the requirements listed in the Rental Guide. I have notified the appropriate person at my service unit about this trip (if applicable).				Signature of Responsible Party			Date