



## Site Reservation Information

Please read over these procedures and review the Rental Guide found at [gsoh.org](http://gsoh.org) carefully before submitting your reservation request.

- Reservations are taken on a first come-first serve basis. Reservations open each year on June 1<sup>st</sup> for the next Girl Scout membership year, October 1 – September 30. Non-Girl Scout groups may not make a reservation until 3 months prior to the date you are requesting.
- Only Girl Scout groups may register online. All other groups will need to submit a paper Site Reservation Request – Non G.S. Groups. Girl Scout groups may also submit a written request by using the Site Reservation Request – Girl Scout Groups form.
- Pricing listed on the website is only for Girl Scout groups. Non-profit pricing is available in the Rental Guide. Please contact [reservations@gsoh.org](mailto:reservations@gsoh.org) for availability and pricing information for other groups.
- A Troop Camp Certified adult is required for all Girl Scout overnights. Non-GSOH Girl Scouts must submit a statement from a council staff member verifying that the person listed as trained on the reservation is certified to take a troop camping.
- A First Aid/CPR/AED certified adult is required for all Girl Scout site reservations and is recommended for all groups making site reservations. All Troop Camp, First Aid/CPR/AED certifications must be current and will be verified. Please submit the name of someone who holds current certifications in the spaces provided on the reservation form. Copies of the certifications will be requested if they are not currently in our system.
- 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.
- Non-G.S. groups require a \$100 security deposit per facility with the request. Please make checks payable to: Girl Scouts of Ohio's Heartland or pay by credit card in the space provided. Groups will need to provide a Certificate of Insurance (for at least one million dollars) listing GSOH as the certificate holder and an additional insured.



- Per council policy: Non-Girl Scout groups may only reserve a camp/facility if Girl Scouts aren't already booked for the site. Non-Girl Scouts may not be on a site when Girl Scouts are there.
- GSOH service units must make a \$100 deposit for camporees which will be applied toward the overall fee.
- If using a promo code or voucher, the code must be entered on the first pop-up screen. Click on "Apply promo or voucher" in bottom left corner.
- For all overnight reservations, check-in time is 4 p.m. or later and checkout is no later than noon. For early arrivals or late departures, there is an additional fee and arrangements must be made in advance.
- 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.
- 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.

Questions? Email [reservations@gsoh.org](mailto:reservations@gsoh.org) for help.