



Site Reservation Request – Non G.S. Groups

See Rental Guide and availability calendar on 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. Outside user groups may reserve no more than **three months** in advance and must submit this form. Availability may be checked at www.gsoh.org but Non-G.S. groups may **not** use the online booking service. 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 area below. 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. 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.

- 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.
- Overnight bookings are from 4:00 p.m. on the arrival day until noon on the departure day.
- 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.

Name	Complete Mailing Address (Street, City, State, Zip)
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Primary Phone Number	Secondary Phone Number	Email
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	Date Range	Location	Lodge/Unit/Area Name	Arrival Time	Departure Time
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1 st Choice					
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2 nd Choice					
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Purpose of Visit:	Expected Number of Participants	Youth	Adults
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Special accommodations needed? Yes No If yes, please explain:

Special Activity Requests (Please see Rental Guide)	Archery	Canoes	Challenge Course	Pool	Sprayground
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An email confirmation will be sent within two weeks of receiving the Site Reservation Request and applicable deposit. 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 (if applicable) 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).**

Deposit Amount: \$100 due with this request. Site Fee Amount: 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
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Credit Card Payment

Cardholder name as it appears on card	Signature (required for Credit Card)	Amount to be Charged
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Please circle: Visa MC Discover	Credit Card #:	Security #:	Exp. Date:
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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.	Signature of Responsible Party	Date
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Be advised: Girls Scouts of Ohio's Heartland highly recommends that all groups renting facilities have an adult certified in First Aid/CPR/AED on site.

