girl scouts of wisconsin southeast

Site Rental Reservation Form

For Non-Member Non-Profit Groups

To reserve a site: 1. Check availability at http://www.gswise.org/camps/Site-Rental/Facilities-Fees.aspx and click on *Availability at a Glance*
2. Email siterental@gswise.org to verify site is available. *Non-members may book up to 4 months in advance.*
3. Send in this form, full payment, and certifications within one week for reservation to be held.
4. This application does not guarantee approval for site rental until signed agreement is returned.

Name of organization: _____
Contact Person #1: _____
Address: _____
City: _____ Zip: _____
Email: _____
Phone(day): (____)_____ (eve): (____)_____
Contact Person #2: _____
Email: _____
Phone(day): (____)_____ (eve): (____)_____

Number of minors (under 18): Female_____ Male: _____
Number of adults: Female_____ Male: _____
***Complete below if a Girl Scout troop not with GSWISE**
***Council name:** _____
***Troop #:** _____
***Grade level:** ____**Daisy** ____**Brownie** ____**Junior** ____**Cadette** ____**Senior** ____**Ambassador**
***# Registered: Adults** _____ **Girls** _____
***Date of Outdoor Skills Training:** _____

We are requesting: ❒ 1 night ❒ 2 nights ❒ day use ❒ Other _____

Please list date(s) and times that you have reserved via e-mail/phone: **Standard check-in time is 4:30 p.m. and check-out is 2:30 p.m. Any deviation in time before or after will result in extra charges. Approval is needed.**

Date(s) reserved: _____ ***Arrival time:*** _____ ***Departure time:*** _____

Please note: **Non-member groups, except non GSWISE Girl Scout troops, who want to rent a two-level or shared facility will be required to pay for the entire building since GSWISE will not rent out shared facilities to Girl Scout troops when others are in the facility.

Please check reserved sites. *Non-member fees are per night:*

Alice Chester Center, located in East Troy, *closed between Memorial Day and Labor Day*

- ___ Chaparral, capacity 24, $76
- ___ Sunset Prairie, capacity 22, $91
- ___ Frontier (platform tents), capacity 30, $60
- ___ Pathfinder (platform tents), capacity 30, $60
- ___ Robinhood (A frame cabins), capacity 28, $60
- ___ Trailblazer (A frame cabins) capacity 28, $60
- ___ Walden (A frame cabin), capacity 18, $45
- ___ Lodge (no overnights), capacity 200, $158
- ___ Primitive tent camping site, capacity 40, $23

Camp Pottawatomie Hills, located in East Troy

- ___ Seybold Lodge - Alford, capacity 30, $91 (**Full Bldg-$182)
- ___ Seybold Lodge - Lance, capacity 20, $91
- ___ Wendat Lodge(seasonal, no sleeping), capacity 100, $121
- ___ Alps (platform tents), capacity 32, $38
- ___ Highlands (cabins), capacity 56, $38
- ___ Viking (platform tents), capacity 32, $38
- ___ Primitive tent camping site, capacity 40, $23

Camp Winding River, located in Neosho, *closed between Memorial Day and Labor Day*

- ___ Friendship Center - upper, capacity 30, $121 (**Full Bldg-$242)
- ___ Friendship Center - lower, capacity 30, $121
- ___ Heron Hideaway, capacity 36, $106
- ___ Platform tents, capacity 28, $38
- ___ Tent cabins (screened cabins), capacity 30, $60
- ___ Sunset Ridge (seasonal, no sleeping), capacity 150, $75
- ___ Tent cabins at Sunset Ridge, capacity 30, $60 night or $90 Bldg
- ___ Yurt (screened building with loft), capacity 20, $45
- ___ Primitive tent camping site, capacity 40, $23

Chinook Program Center, located in Waukesha, *closed various weeks during the summer*

- ___ Activity Station, capacity 30, $106
- ___ Troop House, capacity 30, $121
- ___ Ridge Site, capacity 40, $23 day or night
- ___ Tent cabins (screened cabins), capacity 18, $45
- ___ Primitive tent camping site, capacity 40, $23

Silverbrook Program Center, located in West Bend, *closed between Memorial Day and Labor Day*

- ___ Jo Ann Mann Lodge - lower, capacity 22, $136 (**Full Bldg $272)
- ___ Jo Ann Mann Lodge - upper, capacity 18, $136
- ___ North Star, capacity 20, $106
- ___ Sandy Point, capacity 30, $121
- ___ Badger A (platform tents), capacity 24, $38
- ___ Badger B (platform tents), capacity 24, $38
- ___ Dell (platform tents), capacity 24, $38
- ___ Lookout Peak (Adirondack shelter), capacity 18, $60
- ___ Primitive tent camping site, capacity 40, $23

Trefoil Oaks Program Center, located in Kenosha, *closed various weeks during the summer*

- ___ Bunk Room A, capacity 21, $121 (**Entire Bldg-$363)
- ___ Bunk Room B, capacity 21, $121
- ___ Great Hall, capacity 200 day, 60 overnight, $121 day or night
- ___ Primitive tent camping site, capacity 40, $23

Revised November 2013

Requirements for Site Rental Usage:

Please list the name of the adult(s) in your group who have the following certifications:

The State of Wisconsin requires every group/troop to have at least one certified adult trained in the following:

Name Expiration Date

Current First Aid Certification: _____

Current CPR/AED Certification: _____

Are you planning to use the waterfront? _____Yes _____No If yes, you will need to follow State of Wisconsin guidelines regarding lifeguards, watercraft certification, and pay additional fees. A Waterfront Rental Form will be enclosed with your contract. Your request to use the waterfront is not guaranteed until you present copies of required certifications.

Council Policies Regarding the Use of Property

- Alcoholic beverages are prohibited on council properties. All camps are smoke and drug-free environments.
- No pets are allowed on the property.
- Groups will be charged for damages incurred due to negligence and vandalism.
- Girl Scouts of Wisconsin Southeast is not responsible for loss or damage of personal items brought onto the site.
- Groups/Troops will be billed for false alarm charges incurred during their stay.
- All outside groups need to provide proof of insurance. (This does not apply to Girl Scout or Boy Scout troops.).
- All outside groups need to turn in an Emergency Contact Form to property staff when they check in at camp.
- ***Girl Scout Troops need to follow *Safety-Wise* activity check points for transportation, girl/adult ratio, appropriate grade levels, and separate accommodations for males. Every girl needs to be a registered member.**
- ***Children of troop leaders and chaperones, who are not in the troop, are not allowed to accompany the troop.**
- ***When this application is approved,*** a Camp Use Agreement will be provided to the organization for review and signature. No use of GSWISE camps is allowed unless the agreement is signed by a representative of the organization. All use of GSWISE camps is subject to the terms and conditions of the agreement. The signed agreement, all fees and proof of insurance need to be received by GSWISE no later than two weeks prior to the organization's use of camp.

Event Information

Girl Scouts of Wisconsin Southeast wants to ensure that all groups have a safe and positive experience at our properties. Non-member activities need to be compatible with the Girl Scout mission and follow safeguards to protect the health and safety of all site users. Please provide a brief description of your activities at camp, including use of buildings or outdoor amenities such as campfires or waterfront activities.

_____

_____

_____

Use of GSWISE sites is a privilege and GSWISE retains the right of refusal in renting to non-Girl Scout groups.

Payment Information

Full payment is due within one week of making reservation. Please make all checks payable to: Girl Scouts of Wisconsin Southeast (GSWISE) or fill out the form below if using a credit card.

I authorize GSWISE to charge my credit card for $_____.

Check one: _____Discover _____MasterCard _____Visa Expiration date:_____

Exact name on card:_____ Account number:_____

Signature: _____ Date: _____

When your payment is received with this completed form, an agreement and confirmation packet will be mailed to the contact person. **All cancellations need to be made in writing five weeks prior to the reservation date to receive any refund.**

Applicant's Signature:

On behalf of the organization above, I hearby declare that all of the information given above as true, and agree to the terms and conditions of this application. I request the Girl Scouts of Wisconsin Southeast reserve for the organization the site(s) listed. I am authorized to sign this application on behalf of the organization.

Signature: _____ Date: _____

Mail completed form to:

Girl Scouts of Wisconsin Southeast
131 S. 69th St., P.O. Box 14999, Milwaukee, WI 53214-0999
414-476-1050 Fax: 262-544-8770