

Girl Scouts of Southwest Texas
SALLY CHEEVER GIRL SCOUT LEADERSHIP CENTER
USAA Foundation Multipurpose Room
Overnight Building Use Reservation Form

Girl Scout Council: (if not from GSSWT) _____ **Service Unit** _____

Troop # _____ **Program Level: (circle all that apply)** Daisy Brownie Junior Cadette Senior Ambassador

Adult-in-Charge (Must be a registered Girl Scout) _____

Address: _____ **City/State:** _____ **Zip Code:** _____

E-mail: _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

DATE REQUESTED: _____ to _____

Arrival Time: _____ **AM / PM**
(Check-in time is 2:00 p.m. or after)

Departure Time: _____ **AM / PM**
(Check-out time is by 10:00 a.m.)

Number of Participants: **Girls** _____ **Female Adults** _____

Evans Friendship Patio and Fire-Ring Usage: Directly outside the multipurpose room is a patio with seating for 20 and a fire-ring for outdoor cooking. Due to high usage there are often multiple activities taking place at the leadership center, use of these areas must also be reserved. *There are no additional fees to reserve these areas.* If outdoor cooking is done, an adult certified in GSSWT training - Introduction to the Outdoors or Troop Camp Leadership is required. Equivalent training from other GS Councils may be accepted.

Please reserve the Evans Friendship Patio: Yes No

Please reserve the fire-ring: Yes No

Adult certified in outdoor cooking:
Name: _____ **Phone:** _____ **Certification Date:** _____ **GS Council:** _____

Fees: A \$35 non-refundable reservation fee is required to secure your reservation. The request to use the multipurpose room is not confirmed until the \$35 non-refundable reservation fee is received. The reservation fee is in addition to the rental fees for the room. Rental fees are: **\$50 per night for groups of 49 or less (girls and adults.) \$100 per night for groups of 50 or more (girls and adults).** **Maximum capacity is 135 people.** All rental fees must be paid 3 weeks in advance. If fees are not received by the 3 week deadline, your reservation will be released to other groups and refunds for any rental fees (excluding the \$35 non-refundable reservation fee) received will be processed within 10 business days.

Accommodations: The USAA Foundation Multipurpose Room is a climate controlled room equipped for females **only** during all overnights. The room has a fully equipped kitchen with a refrigerator, stove, microwave, and dishwasher. The kitchen is stocked with basic utensils including, pots and pans, mixing bowls, and serving dishes. Groups are expected to bring all their own plastic ware. There is a bathroom with four stalls and one shower room with two stalls. The room has a concrete floor with 12 folding tables and over 50 chairs. The room can accommodate groups up to 135 people. The floor is concrete and it is recommended that padding is used under sleeping bags for warmth and comfort.

Use of the backyard: The leadership center has a 3-acre primitive backyard for your enjoyment. Please enjoy walking through the trees and enjoying the natural beauty of the center. **No tent camping is allowed at the leadership center.**

Cleaning supplies, brooms, mops, and trash bags are kept in the kitchen. There is also a supply of paper towels and toilet paper in the bathroom. Upon leaving, each group is expected to clean, sweep, mop, empty the refrigerator and take all trash to the dumpster.

Building Access: The key to the gate and the key to the multipurpose room are located in a lock box by the back gate. The combination to the lock box will be emailed to you when your full payment has been received or within one week of your arrival. Please remember to leave the key in the lock box when you leave. Sometimes there will be another group using the room immediately after your departure.

Changes/Cancellations/Refunds: If you find it necessary to make a change in either your arrival or departure dates or times or need to cancel your reservation, please advise us at least 2 weeks in advance. If you have a cancellation, refunds will be processed within 10 business days.

I have read the above use fees for the GSSWT USAA Foundation Multipurpose Room and agree to the terms stated.

Adult-in-Charge Signature _____

Date _____

Submit this form to the Property Dept. (210) 349-2404 ext.215 or property@girlscouts-swtx.org

Rental Fees:

\$35 non-refundable reservation fee + \$50 per night for groups of 49 or less =\$85

\$35 non-refundable reservation fee + \$100 per night for groups of 50 or more =\$135

Subtotal _____ X number of nights _____ = _____ (TOTAL DUE)

Make checks payable to GSSWT

Amount charged: \$ _____ Card Holder Zip Code: _____

Please charge my: MasterCard Visa Discover American Express

Print name as it appears on the card: _____

Card #: _____ Expiration Date: _____ CVV #: _____

Signature of Card Holder: _____

Fees Paid:

Notes: