

## SITE RESERVATION APPLICATION FOR NON GSOFCCT MEMBERS

- Days Use, Overnights, and Weekend Camping (for extended rental rates, please contact [property@gsofct.org](mailto:property@gsofct.org))
- In addition to this form, applicant must submit the *Hold Harmless Agreement* and a *Certificate of Liability* naming Girl Scouts of Connecticut, Inc. as an additional insured
- A refundable security deposit of no less than \$200 or equal to one nights stay is required to cover any damages to the property. This should be paid when application is submitted.
- All rental groups are responsible for being in compliance with the attached Girl Scouts of Connecticut Property Policies. In addition, it is recommended to all rental groups to complete a background check on any individual who will have responsibility for campers.

*Mail completed registration and payment to:*

**Girl Scouts of Connecticut  
Property Department  
20 Washington Avenue  
North Haven, CT 06473**

**Phone:** (203)239-2922

**Fax:** (203)239-7220

**Email:** [property@gsofct.org](mailto:property@gsofct.org)

Name of individual submitting application		Name of Group/Company			
Mailing Address		City	State	Zip code	
Home Phone	Cell Phone	Work Phone			
Email				# of Attendees	
Name of First Aider in Attendance		First Aid Certification Expiration Date	CPR Certification Expiration Date		

**Site Use Reservation**

**Program Center Facility Requested:**

(A) Arrival Date & Time	(B) No. of Nights	(C) Site Requested (use one line per site)	(D) Site Fee	(E) Total Site Fee (B x D)
<b>Total Charge</b>				<b>\$</b>

**Discount rates are available for groups of 100 or more or groups seeking to rent the entire facility; please email Michele Velez, Director of Property Services: [mvelez@gsofct.org](mailto:mvelez@gsofct.org)**

Payment Information				
<input type="checkbox"/> <input type="checkbox"/> <b>Credit Card</b> (Mandatory for online or fax reservations)		<input type="checkbox"/> <b>Enclosed Check</b> (Payable to GS of CT)		
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover		Total Event Fees:		
Name on Account		Total Enclosed:		
Account Number	Expiration Date (mm/yy)	3 - digit code	Signature:	
<input type="checkbox"/> All Applicants to Complete				
I have read and will comply with the policies and standards of Girl Scouts of the USA and Girl Scouts of Connecticut, Inc.				
Signature:			Date:	

DO NOT WRITE BELOW THIS LINE—FOR COUNCIL USE ONLY	
<input type="checkbox"/> Director of Property Services' Approval Granted	<input type="checkbox"/> Director of Property Services' Approval Withheld
Signature:	Date:
Additional Comments or Reasons for Withholding Approval:	

## SITE FEE LIST BY FACILITY PER NIGHT

Fees apply to Non-GSOFCCT Scout Troops and Boy Scouts; all other rental groups **CALL FOR PRICING**

Sleeping capacities listed below (in parentheses); Dining Halls are **Day Use only**

CANDLEWOOD – New Fairfield, CT		LAUREL – Lebanon, CT		KATOYA – Milford, CT	
<u>Buildings:</u> Dining Hall with Comm. Kitchen (75) \$650 Dining Hall w/out Comm. Kitchen (75) \$495 Lighthouse (25) \$300		<u>Buildings:</u> Dining Hall w/Comm. Kitchen (350) \$895 Dining Hall w/out Comm. Kitchen (350) \$745 Health Center (60) \$345		<u>Buildings:</u> McCauley Lodge (20) \$200	
<u>Small Tent Units:</u> Captains (30) \$ 60		<u>Small Tent Units:</u> Four Corners (16), Waterfront (16) \$ 30		<u>Small Cabins Units:</u> Units 1-4 (4) \$50 (each)	
<u>Large Tent Units:</u> Catamaran (98) \$195		<u>Large Tent Units:</u> Peaceful Waters (28), Lakeview (32), Knoll (36), Summit (36), Upper Knoll (20), Nyoda (24), Hiker's Hill (36), Rambler's Rest (28)	\$ 95		
<u>Bunkhouses and Tent Units:</u> Candleberry (138), Yarsloop (116) \$345		<u>Bunkhouses and Tent Units:</u> Trail's End (40), White Pines (40) \$195			
<u>OTHER:</u> Swimming, Boating, Archery, Deer Run Field, Memorial Field, Trails, Amphitheater (see below)		<u>OTHER:</u> Lake Swimming, Boating, Archery, Playscape, Sports Field, Trails, Chapel Point, Amphitheater (see below)			(see Below)
YANKEE TRAILS – Tolland, CT		PATTAGANSETT – East Lyme, CT		AN-SE-OX – Oxford, CT	
<u>Buildings:</u> Sprague Dining Hall (200) \$495 Stone House (36) \$385 Infirmary (10) \$ 50		<u>Buildings:</u> Metcalf Lodge -1 room (35) \$250 Metcalf Lodge - 2 rooms (70) \$450 Metcalf Lodge - 3 rooms (105) \$695 Troop House (16) \$195		<u>Buildings:</u> Spence Lodge – Cozy Corner (30) \$285 Spence Lodge – Morningside (24) \$285 Spence Lodge – Entire Lodge (54) \$495	
<u>Large Tent Units:</u> Mystic Forest (38), Singing Pines (32), Whispering Woods (36) \$ 95		<u>Large Tent Units:</u> Butterfly Lane (24), Friendly Forest (24), Shady Side (24) \$ 95		<u>Small Tent Units:</u> East Lodge (8), Echo Vale (8), Snoopy (8) \$ 30	
<u>Bunkhouses and Tent Units:</u> Blueberry Ridge (42), Timberline (42) \$135		<u>OTHER:</u> Lake Swimming, Boating, Archery, Climbing Tower, Low Ropes, High Ropes, Sports Field, Trails, Council Fire Circle (see below)		<u>Large Tent Units:</u> Maple Hollow (20), Robin's Rest (24) \$ 95	
<u>OTHER:</u> Lake Swimming, Boating, Archery, Playscape, Sports Fields, Trails, Amphitheater, Primitive Camping (see below)				<u>Cook Shelters:</u> Cook Shelter \$ 35	
				<u>OTHER:</u> Pool, Archery, Playscape, Sports Field, Trails, Bird Sanctuary (see below)	
ASPETUCK – Weston, CT		Merrie-Wood– Manchester, CT		ROCKY CRAIG – Stamford, CT	
<u>Buildings:</u> Frey Lodge (42) \$395 Conway Cabin (35) \$ 50		<u>Buildings:</u> Main Cabin – Lodge (25) \$225		<u>Buildings:</u> Troop House (44) \$395	
<u>Small Tent Units:</u> All – (4 each) \$ 30		<u>Small Pavilion Units:</u> Unit Shelters 1-6 \$50 (each)		<u>Small Tent Units:</u> Hillside (8), Pondview (8) \$ 30	
<u>Cook Shelters:</u> Conway Kitchen, Outdoor Kitchen \$ 35				<u>Cook Shelters:</u> Laurel Shelter \$ 50	
<u>OTHER:</u> Pools (2), Archery, Sports Field, Trails, Gnome Dome Fire Circle (see below)			(see Below)	<u>OTHER:</u> Archery, Sports Field, Trails, Teaching Platform, Boulder, Nest (see below)	

Please contact [property@gsfct.org](mailto:property@gsfct.org) for information on the following properties: **Carlson**

- All basic pavilions and picnic shelters are \$50/day (not included in sites above; see Camp Profiles for listing)
- All sports fields, trails, amphitheaters, fire circles, primitive camping, playscapes, etc... are \$75 per day
- Pools are \$250/day\*; Lake swimming is \$150/day\*; Boat rentals are \$25/day per boat\*\*
- Please contact GS of CT for daily archery, climbing tower and rope course rates\*\*

\* Renters must contract certified personnel and submit copies of all certifications to the Property Department no less than four (4) weeks prior to site use.

\*\* A refundable security deposit is required for use of GS of CT equipment.

### **CANCELLATION and REFUND POLICY, SITE DEPOSITS and SECURITY DEPOSITS**

- To book a site, return the application, Hold Harmless agreement, Certificate of Insurance, security deposit and site deposit a minimum of six weeks in advance of requested date.
- All site fees are due **in full** six weeks prior to use.
- A non-refundable site usage fee is due at the time of booking. For reservations totaling less than \$100, site must be paid in full.
- A refundable \$100 security deposit is required at the time of booking. Please remit in the form of a separate check or credit card.
- No refund will be given for cancellations **six weeks** prior to use date.
- Cancellations must be made in writing via email to [property@gsfct.org](mailto:property@gsfct.org)