

Camp Reservations for Service Units

To reserve camp facilities for a service unit campout/event or volunteer day camp please be aware of the following:

- The person making the reservation must be a current member of Girl Scouts of Western Ohio.
- Pay the deposit at the time the reservation is confirmed (a phone call from the customer care team will confirm and ask for deposit)
- Be prepared to provide the name and certificate expiration date of the designated First Aider for the event.
- If you are reserving any of the adventure facilities: archery, pool, pond for canoeing, ropes course, zip line, etc... certified instructors are required. It is the responsibility of the reserving party to secure and provide certificated facilitators and their certifications (name, date of certification and certifying organization).
- Full payment is due 30 days prior to the first day of the event.



Making Your Reservation:

1. Go to the [Site Reservation Requests Form](#).
2. Fill out the form with as much information as possible about your event.
3. Save a copy of the request confirmation for your records.
4. A member of the customer care team will call and confirm your reservation, ask for information about certified instructors (if applicable) or discuss alternatives if camp and/or dates are not available.
5. Be prepared to pay the deposit when the customer care team member calls. Required deposit is \$10 per unit/per night reserved.



On my honor, I will use resources wisely.

Please do not book sites you will not be using. Be realistic about your event and the number of attendees. Overbooking prevents use of facilities by other girls/troops.

Benefits for Service Units:



- Use the online fillable form to make your reservation and your service unit will receive a 20% discount. **The Site Reservation Request form must be used to receive this discount and a minimum of 3 units reserved.**
- Service units may cancel or change reservation date, if change is made more than 30 days in advance of event start date.
- Service units reserving for multiple troops (a minimum of three units) are eligible for deposit, plus balance due payment schedule (see Payment section below).

Refund Policy:

Reservations cancelled less than 30 days from event date will receive no refund.

Payment:

A deposit of \$10 per unit/per night is required when reservation is confirmed; full cost of all units reserved is due 30 days prior to the first day of the event.

Reservation Periods	
Reservations for the months of:	Can be made anytime on or after:
Fall Property Use (Sept. 1–December 31)	May 1
Winter/Spring Property Use (Jan. 1–May 31)	September 1
Summer Property Use (June 1–August 31)	March 1

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