girl scouts of wisconsin southeast

Site Rental Reservation Form

To reserve a site:

1. Check availability at *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.
3. Send in this form, full payment, and certifications within one week. See back of form.

Contact Person: _____

Address: _____

City: _____ Zip: _____

Phone (day): (___)_____ (eve): (___)_____

Email Address: _____

Co-Leader: _____

Phone (day): (___)_____ (eve): (___)_____

Troop #: _____

Grade Level: ❒ Daisy ❒ Brownie ❒ Junior ❒ Cadette ❒ Senior ❒ Ambassador

Registered Girls: _____

Registered Adults: _____

For current prices and pictures, please visit gswise.org.

We are requesting: ❒ 1 night ❒ 2 nights ❒ Day use (1/2 the cost of overnight rental.)

Please list date(s) that you have reserved via email/phone: _____

Please check site(s) that you have reserved via email/phone:

Alice Chester Center, located in East Troy, closed between Memorial Day and Labor Day for summer camp

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

Camp Pottawatomie Hills, located in La Grange township, closed several weeks in the summer for summer camp

___ Seybold Lodge - Alford, capacity 30
___ Seybold Lodge - Lance, capacity 20
___ Wendat (seasonal, no sleeping), capacity 100
___ Alps (platform tents), capacity 32
___ Highlands (cabins), capacity 56
___ Viking (platform tents), capacity 32
___ Primitive tent camping site, capacity 40

Camp Winding River, located in Neosho, closed between Memorial Day and Labor Day for day camp

___ Friendship Center - upper, capacity 30
___ Friendship Center - lower, capacity 30
___ Heron Hideaway, capacity 36
___ Sunset Ridge (seasonal, no sleeping), capacity 150
___ Platform tents, capacity 28
___ Tent cabins (screened cabins), capacity 30
___ Tent cabins at Sunset Ridge, capacity 30
___ Yurt (screened building with loft), capacity 20
___ Primitive tent camping site, capacity 40

Chinook Program Center, located in Waukesha, closed several weeks in the summer for day camp

___ Activity Station, capacity 30
___ Troop House, capacity 30
___ Ridge Site, capacity 40
___ Tent cabins (screened cabins), capacity 18
___ Primitive tent camping site, capacity 40

Silverbrook Program Center, located in West Bend, closed between Memorial Day and Labor Day for day camp

___ Jo Ann Mann Lodge - lower level, capacity 22
___ Jo Ann Mann Lodge - upper level, capacity 18
___ North Star, capacity 20
___ Sandy Point, capacity 30
___ Badger A (platform tents), capacity 24
___ Badger B (platform tents), capacity 24
___ Dell (platform tents), capacity 24
___ Lookout Peak (Adirondack shelter), capacity 18
___ Primitive tent camping site, capacity 40

Trefoil Oaks Program Center, located in Kenosha, closed several weeks in the summer for day camp

___ Bunk Room A, capacity 21
___ Bunk Room B, capacity 21
___ Great Hall, capacity 200 day, 60 overnight
___ Primitive tent camping site, capacity 40

Woodhaven Program Center, located at the Kenosha Service Center, available on weekends only

___ Palmer Room, capacity 20

Revised July 2014

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Girl Scouts of Wisconsin Southeast

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Safety Requirements for Troop Camping

All troops must have at least one adult trained in each of the following areas accompanying the troop.
If you do not have certifications at the time you make your reservation, you must provide documentation at least two weeks before your reservation date. ***Please submit documentation of First Aid/CPR/AED with this application or indicate when you will take course/ provide certification and are attending your event.***

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

Current First Aid Certification: _____ Expiration date: _____

Current CPR/AED Certification: _____ Expiration date: _____

Planning the Overnight Experience Training: _____

Outdoor Skills Training (if having a campfire): _____

Troops must follow *Safety Activity Checkpoints* and *Chapter 4 - Safety-Wise* in *Volunteer Essentials* requirements for transportation, girl/adult ratio, and separate accommodations for males.

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.

Check one: ❐ Discover ❐ Mastercard ❐ Visa Expiration date: _____

Exact name on card: _____ Account number: _____

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

Signature: _____ Date: _____

Once your payment is received, a confirmation packet will be mailed to the contact person.
All cancelations need to be made in writing five weeks prior to the reservation date to receive any refund.

Council Policies Regarding the Use of Property

- Only registered Girl Scouts in the appropriate grade levels are allowed to attend overnight camping events.
- Children of Troop Volunteers and chaperones who are not in the troop are not allowed to accompany the troop.
- Groups will be charged for damages incurred due to negligence and vandalism.
- If you are planning to rent equipment or use the lakefront for swimming or boating, you must submit an onsite equipment rental form found on *gswise.org* at least three weeks prior to your camp date.
- Troops will need to turn in an Emergency Contact Form to property staff when they check in at camp.
- No pets are allowed on the property.
- Alcoholic beverages are prohibited on council properties. All camps are smoke- and drug-free environments.
- Groups will be billed for false alarm charges incurred during their stay.
- Girl Scouts of Wisconsin Southeast is not responsible for loss or damage of personal items brought onto the site.

A reservation will only be held for one week without payment.

I have read the Site Rental Reservation form and agree to abide by the council policies regarding required trainings, use of property, and the cancelation policy.

Print Name: _____ Signature: _____ Date: _____

Mail completed form to:

Girl Scouts of Wisconsin Southeast, P.O. Box 14999, Milwaukee WI 53214-0999

Revised July 2014