

Step by Step Instructions to Reserve a Facility

1. Choose "Overnight" from the Category dropdown.
2. On the calendar select the first date of the reservation. (Remember, reservations are from 4:00 p.m. on the day of reservation to 3:00 p.m. on the following day.)
3. Enter the Duration (how many nights) If there is a site available, it will display. (Weekends require a 2 night minimum - Friday AND Saturday night. If the arrival day selected is a Friday the duration will automatically select 2 nights)
4. Select "Search" to view all properties available on the given date(s).
5. Select the "Reserve" button next to the property of your choice to add it to your cart.
NOTE: To add Archery, Challenge Course, Boating or Swimming to your rental, after adding the property to your cart, select "Equipment Rentals" from the Category dropdown. The date will remain selected. Then choose the date and duration you would like to rent Equipment on the calendar. Select the "Reserve" button to add it to your cart.
6. Select the "Checkout" button.
7. Select the appropriate group, either Girl Scout or Non Girl Scout and select "Continue."
8. Enter the Group Information and select "Continue."
Examples For Service Units – GSME SU6XX
 For Troops – GSME Troop 1234
All non-profit groups, please use your organization name.
9. Enter the number of adults and girls attending and select "Continue." (if unknown, please use your best guess) Must at least 1 for Adult and 1 for Girl
10. If a Certified Instructor is required for equipment use, a name and certification date will be requested. Please use TBA and defaulted date if unknown at time of reservation. Select "Continue."
A copy of certification must be submitted to Girl Scouts of Maine at least 4 weeks prior to rental.
11. Enter the purpose of your group's rental from the drop down menu. If "Other" is selected please explain in the adjacent field. Girl Scouts of Maine reserves the right to deny rental to any group not conforming to our mission and purpose.
12. Check the "I Agree" box below the Rental Agreement Terms and Conditions indicating you agree to the above terms and conditions. Select "Continue"
13. Confirm the information in your cart and select "Checkout" to make payment.
14. If you added a specialty equipment rental (Archery, Challenge Course, Boating or Swimming) you will need to select "Fix it" under the Equipment listing. This will take you to any additional information that is required (number of adults and girls attending, Instruction Certifications etc). Fill in as needed and select "Continue"
If a Certified Instructor is required for equipment use, a name and certification date will be requested. Please use TBA and defaulted date if unknown at time of reservation.
A copy of certification must be submitted to Girl Scouts of Maine at least 4 weeks prior to rental.
15. Enter payment information and select "Make Payment" to submit reservation.
A 50% deposit is required at time of reservation. Full balance is due 8 weeks before rental date.
All reservations are subject to approval by Girl Scouts of Maine. If not approved, Girl Scouts of Maine will cancel and refund in full.
Approval confirmations will be sent by email with links to applicable documentation.
For further questions, please contact customercare@gsmaine.org