

# Steps for filling out Rental Inquiry Form



**Rental Inquiry**

Organization Name

First Name Last Name

Email \* Phone

Start Date End Date

Attendee Count (Estimate) Notes/Special Instructions

Submit

**Step 1:** When filling out the Organization Name section, please enter your Troop, Super Unit, Company, or Family Name.

**Step 2:** Name, email, and phone number are requested. We will be reaching out to you to follow up on your request. The more information we gather on this form, the better we can assist you.

**Step 3:** Please note number of estimated adults and estimated youth to attend.

## Step 4: In “Notes/Special Instructions”

Share your desired camp and sites for renting. Describe your event/reason for renting, any activities you’re interested in adding to your reservation, or add any details that will help us achieve the best rental for you.

**Step 5:** After you submit your request the camp team is notified and will call you to follow up on your Inquiry and get more details to confirm your reservation request. *\*Calls for inquiries will be made Monday-Thursday. Girl Scout offices are closed Friday – Sunday.*

## Next Steps:

Once your reservation is input in Gazebo, you will be sent an email invite for the “Organizer Portal” where you will be able to view and sign your contract, view and pay invoices, and any other emails or documents we send. You will also be able to upload any documents that we request. (certifications, insurance, etc.)

## Field Trips:

For any field trip inquiries, please fill out the inquiry form with your school's name in the Organization field. Indicate that this is a field trip inquiry here.

Please list the first point of contact information on the form. Indicate estimated attendees with expected youth and adults. In your notes, please specify again that this is a field trip and which date you would like to attend. You will be contacted to gather more information.