

# COUNCIL FACILITIES RESERVATION FORM

Send completed form as an attachment to [encampments@girlscoutsaz.org](mailto:encampments@girlscoutsaz.org). Please visit our website at [www.girlscoutsaz.org/camp-availability](http://www.girlscoutsaz.org/camp-availability) for a calendar of available dates.

<input type="checkbox"/> <b>MARIPAI</b> <input type="checkbox"/> <b>WILLOW SPRINGS</b> <input type="checkbox"/> <b>SHADOW RIM</b> <input type="checkbox"/> <b>SOMBRERO</b> <input type="checkbox"/> <b>STEPHENS</b>			
Name of Event		Date of Event	
		thru	
Neighborhood	Troop	Group	Council Event

Adult in Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Area Team \_\_\_\_\_

**Type of Event**

- Meeting    
  Day Use (max 12 hours)    
  Overnight Use (max 24 hours)    
  Weekend Use (max 48 hours)

Arrivals & Departures	Day	Date	Time
Adult & Cook In Charge (must be one hour prior to participants)			
Participants			
Departure from Camp (must be checked out by Camp Manager)			

<b>Number of Participants – WEEKEND USE ONLY (Friday, Saturday, Sunday – max usage 48 hours)</b>			
GS Daisy _____	GS Brownie _____	GS Junior _____	GS Cadette _____
GS Senior _____	GS Ambassador _____		
Boys _____	Girls _____	Female Adults _____	Male Adults _____
			<b>TOTAL</b>
<small>(cost is \$10/person for weekend. must not exceed camp capacity)</small>			

<b>Number of Participants – OVERNIGHT USE ONLY (max usage 24 hours)</b>			
GS Daisy _____	GS Brownie _____	GS Junior _____	GS Cadette _____
GS Senior _____	GS Ambassador _____		
Boys _____	Girls _____	Female Adults _____	Male Adults _____
			<b>TOTAL</b>
<small>(cost is \$5/person per day for weekend. must not exceed camp capacity)</small>			

<b>Number of Participants – DAY USE ONLY (max usage 12 hours)</b>			
GS Daisy _____	GS Brownie _____	GS Junior _____	GS Cadette _____
GS Senior _____	GS Ambassador _____		
Boys _____	Girls _____	Female Adults _____	Male Adults _____
			<b>TOTAL</b>
<small>(cost is \$5/person per day for weekend. must not exceed camp capacity)</small>			

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Cooking Facilities (This will determine your placement and buildings in camp.)		# of Days	Comments
Lodge / Dining Facility (\$50 per day / overnight or \$100 for the weekend)	<input type="checkbox"/> Yes <input type="checkbox"/> No		No arts & crafts programs allowed.
Commercial Kitchen (\$50 per day / overnight or \$100 for the weekend)	<input type="checkbox"/> Yes <input type="checkbox"/> No		All kitchen staff are required to carry their current food handlers card. (Must be 18 or older)

Extra Buildings Used for Program but Not for Sleeping (each building requested cost \$25/\$50 per day)	# of Days

Buildings Used for Sleeping	# of Days

Trained and Certified Persons Attending (The Property Department is not responsible for contacting or acquiring trained or certified personnel for your event.)		
PERSONNEL	NAME	PHONE #
Kitchen Cook (Must carry current food handlers card)		
First-Aider (See <i>Safety Activity Checkpoints</i> for level criteria and training needed. Includes First Aid and CPR)		
Outdoor Trained Person (Explore the Outdoors and Troop Camp Certification)		
Program (Must have Special Request form filled out and approved.)		

You will receive an email attachment with a **Confirmation of Buildings Form** once all your paperwork, deposit and fees have been returned to the Encampment Coordinator.

### Special Program Use Request

Our group would like to request the use of the following program area(s) for our event. We understand special training is required in order to use that program area and copies of current certifications will be submitted. We understand our group is responsible for securing an adult with proper certification(s). If this documentation is absent, the Camp Manager cannot open the program area.

Camp Sombrero	Shadow Rim Ranch	Camp Maripai	Willow Springs	To schedule Outdoor Education, Challenge Course, Earned Awards, Evening Program, etc., contact Jessica at <a href="mailto:jruch@girlscoutsaz.org">jruch@girlscoutsaz.org</a> .  To schedule a Horse Program, contact Crystal Kilkenny at <a href="mailto:ckilkenny@girlscoutsaz.org">ckilkenny@girlscoutsaz.org</a> .  <i>*Contact Camp Director for pricing.</i>
<input type="checkbox"/> Service Project	<input type="checkbox"/> Service Project	<input type="checkbox"/> Service Project	<input type="checkbox"/> Service Project	
<input type="checkbox"/> Archery (\$4 PP)	<input type="checkbox"/> Archery (\$4 PP)	<input type="checkbox"/> Archery (\$4 PP)	<input type="checkbox"/> Archery (\$4 PP)	
<input type="checkbox"/> Pool*	<input type="checkbox"/> Canoes (\$4 PP)	<input type="checkbox"/> Horses (seasonal)*	<input type="checkbox"/> Staff Led Program	
	<input type="checkbox"/> Climbing Wall (\$4 PP)			