

Welcome to the Girl Scouts of Eastern Iowa and Western Illinois online facility reservation system. Here are a few things to know before you get started.

### RESERVATION TIMES

- Reservations are accepted between 2 weeks and 9 months in advance of the reservation date, first-come, first-served. Blackout dates may be in effect. For those wishing to reserve less/more in advance, large groups (such as service units or weddings), or multi-week reservations, please call 800-798-0833.
- Day use is available in 4-hour blocks: 8AM-Noon, 1PM-5PM, 6PM-10PM.

**TIP:** For consecutive day use reservations, the hour in between is included.

*Example:* To have a site from 8AM-5PM, reserve 8AM-Noon and 1PM-5PM blocks.

- Overnight use starts at 1PM and ends at Noon the next day.

**TIP:** To extend your stay, reserve the corresponding site(s) for the preceding or following day block.

*Example:* To have a site from 1PM Saturday to Noon Sunday, reserve 1PM-5PM Saturday day block and Saturday-Sunday overnight. Or, to have a site from 6PM Friday to 5PM Saturday, reserve the Friday-Saturday overnight and the 1PM-5PM Saturday day block.

### INFORMATION NEEDED TO PLACE A RESERVATION

- All reservations require the following information: name of adult participant certified in first aid/CPR, certifying agency, and certification expiration date.
- Girl Scout groups will be asked to list the names of all participants (youth and adult) as part of the reservation process. This list may be modified at the time of the rental.
- Girl Scout groups reserving a lodge or program center must provide the name of adult participant trained in Overnight/Troop Readiness.
- Girl Scout groups reserving tent units or fire circles must provide the name of adult participant trained in Camp Skills.
- All non-profit/public organizations (other than Girl Scout groups) must provide proof of liability insurance coverage of up to \$1 million and name Girl Scouts of Eastern Iowa and Western Illinois as an additional insured. Family reservations must provide a home owners insurance policy number and company name. See rental agreement for more information.

### RENTAL FEES AND PAYMENT

- Rental fees are collected in full at the time of reservation. Payment may be made via PayPal, e-check, or credit/debit card.
- Users are expected to leave a site as clean as they found it. All sites are inspected for cleanliness after the reservation. In the case of significant damage, a damage fee will be assessed.