



Girl Scouts®

## Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas Property Reservation Procedure

[www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org)

Call the Property Registrar to find out what dates are available. Remember, council properties are reserved on a first come, first serve basis. NO reservations will be accepted over the phone, and NO reservation will be complete until both the approved application and site holding fee are received by the Property Registrar. Applications can be obtained from the Property Registrar, your regional office or the council website, [www.girlscoutsdiamonds.org](http://www.girlscoutsdiamonds.org).

Girl Scout groups requesting property use must have all the applicable trainings for their activity – Indoor /Outdoor Camping, CPR, First Aid, etc. Please read the Troop Travel Policy from Volunteer Essentials before requesting property use.

Day use of properties is on a first come first serve basis. Properties that provide special services such as the challenge course, horses, Nature Center, swimming or canoeing require preplanning and coordination with persons qualified to run those programs. Accommodating such requests may require additional lead time to set up.

A separate reservation form must be filled out to request the use of a pool or the canoes.

Non-Girl Scout groups using Girl Scout facilities must show proof of liability insurance. A copy of the insurance certificate should be submitted with your reservation paperwork. Girl Scouts are automatically covered for day and one to two night trips. For overnight trips of three or more nights additional insurance must be obtained through the council (Safety-Wise page 51). Tagalongs are strongly discouraged at Girl Scout activities and are not covered by Girl Scout insurance. You must provide adult supervision for tagalongs separate from your adult/girl ratio and you must provide the council proof of insurance for any non-Girl Scout tagalongs.

You will receive reservation confirmation, property use guidelines, etc. by mail, email or fax.

All rental fees and required paperwork on certifications and insurance must be turned in at least **one week** prior to your stay.

The usage report must be returned to the office within **one week** of your stay. Some properties also have usage forms located in the building for you to fill out before you leave.

The holding fee will be returned contingent upon the following:

- A. Property is left in the same or better condition it was upon arrival.
- B. The forms have been completed and turned into the office.