



# SERVICE CENTER ROOM USE AGREEMENT

Central Utah Service Center

Northern Utah Service Center

Use Agreement must be received a minimum of two weeks before first requested rental date. A \$25 cleaning/damage deposit is required to reserve the request date. Make check payable to Girl Scouts of Utah. The deposit check will be returned if the building key is returned and the facility is left clean and undamaged. If a troop uses the facility on an ongoing basis, the form and deposit may be retained for up to one year. After one year, a new form must be filled out and a new deposit must be given.

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_

Adult in charge \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Home

Work/Cell

Number of girls \_\_\_\_\_ Adults \_\_\_\_\_

**Room will accommodate a maximum of 40 people**

**Requested date(s):**

First Choice \_\_\_\_\_ Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

Second Choice \_\_\_\_\_ Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

**Deposit:** \$25 refundable cleaning/damage deposit

I agree to be responsible for the use of the multipurpose room at the Girl Scouts of Utah Service Center on the above date. I realize that if any damage occurs that requires repair or additional cleaning, the cleaning/damage deposit will be retained; any additional costs will be billed to me. I have read the enclosed rules and agree to follow them and all Girl Scout national or council policies or standards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send Agreement to:**

Central Utah Service Center  
1549 N State Street, #106  
Orem, UT 84057

**OR**

Northern Utah Service Center  
4161 Riverdale Road  
Riverdale, UT 84405

|                      |
|----------------------|
| Office Use Only      |
| Deposit \$ _____     |
| Date Received _____  |
| Date Confirmed _____ |
| Staff Initials _____ |

**Confirmation will be sent within 48 hours of receipt.**