girl scouts of utah

# COUNCIL RESOURCE CENTER ROOM USE AGREEMENT

❑ Juliette Gordon Low Room ❑ Training/Multipurpose Room

Use Agreement must be received a minimum of two weeks before first requested rental date. Enclose total deposit with request. Make check payable to Girl Scouts of Utah. The deposit check will be returned if the facility is left clean and undamaged. Please call the CRC receptionist, (801) 265-8472 or (800) 678-7809, ext. 20 to verify room availability for your chosen dates.

Troop # _____ Service Unit _____

Adult in charge _____

Address _____
Street City State Zip

Phone (___) _____ (___) _____
Home Work/Cell

Number of children _____ Adults _____ Total _____

Juliette Gordon Low Room: Use maximum is 80 people

Training/Multipurpose Room: Day/evening use maximum is 30 people
Overnight maximum is 20 people

**Requested date(s):**

First Choice _____ Arrival time _____ Departure time _____

Second Choice _____ Arrival time _____ Departure time _____

**Deposit:** JGL Room: $50 refundable cleaning/damage deposit
Training Room: $10 refundable cleaning/damage deposit for day use
$25 refundable cleaning/damage deposit for overnight use

**Fees:** Training Room: $25 per 24-hour period overnight rental fee for out-of-council traveling troops

As the person in charge, I accept responsibility for the meeting room at Girl Scouts of Utah Council Resource Center located at 445 East 4500 South, Salt Lake City, on the above date. I realize that if any damage occurs that requires repair or additional cleaning, the deposit will be retained; any additional costs will be billed to me. I have read the enclosed rules and our troop agrees to follow them.

_____ _____
Signature Date

Send agreement to: Girl Scouts of Utah
CRC Reservations
PO Box 57280
Salt Lake City, UT 84157-0280

**Office Use Only**
Deposit amount: $_____
Date received: _____
Date Confirmed: _____
Staff Initials:

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