



Room Reservation Agreement

Ogden: Small Room Lab

American Fork: Room 1 Room 2 Room 3

Salt Lake: Juliette Gordon Low Room Training/Multipurpose Room

Use Agreement must be received a minimum of two weeks before first requested rental date. Make check payable to Girl Scouts of Utah. The deposit check will be returned if the facility is left clean and undamaged. Please call Member Support, (801) 265-8472 to verify room availability for your chosen dates. Deposit due at time of check in.

Troop # _____ Girl Scout Community _____

Name of Responsible Adult _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell/Work Phone _____

Number of children _____ Adults _____ Total _____

Requested Date(s):

First Choice _____ Arrival time _____ Departure time _____

Second Choice _____ Arrival time _____ Departure time _____

Refundable Deposit: \$25.00 for Girl Scouts of Utah Members.

Fees: \$25.00 per 24-hour period overnight rental fee for out-of-council members

As the person in charge, I accept responsibility for the meeting room indicated above on the date listed. 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/group agrees to follow them.

Signature _____ Date _____

Send agreement to:

Girl Scouts of Utah
445 East 4500 South, Suite 125
Salt Lake City, UT 84107

Confirmation will be sent within 48 hours of receipt.

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



Room Reservation Agreement

1. Only currently registered Girl Scout members are permitted to use the facility.
2. Rooms may be used by reservation only and is dependent on availability.
3. Please do not use:
 - a. Red or orange liquid or any other substance that may stain carpet
 - b. Tape or tacks on walls or tables
 - c. Open flames
 - d. Tie dye in sinks or on kitchen counters
 - e. Glitter
 - f. Any other item that may cause permanent damage to the facility.
4. Do not sit or sleep on tables.
5. Return tables/chairs to their original positions when use is complete.
6. Use newspaper or plastic on tables and floor when using paint, glue, etc.
7. Troops and adult groups are responsible for providing their own paper supplies, (napkins, plates, cups, paper towels, etc.) first aid kits, and program supplies.
8. Kitchen utensils may be used, but must be washed and put away after use.
9. Sinks, range, and counter tops must be cleaned after use.
10. Do not leave any food in the refrigerator. Take everything with you (Leave No Trace!).
11. If using mattresses for overnight use in the Salt Lake Office, please return them to the closet and stack them neatly.
12. All groups using a room are required to abide by all rules and complete the cleaning checklist before leaving.

Groups leaving the facilities unclean or damaged will forfeit the deposit and will be billed for any additional costs.