



# FACILITY AND OUTDOOR EQUIPMENT RESERVATION FORM

Please complete a separate form for each reservation and provide all information requested. You may duplicate this form as needed.  
 Fax your application to 651-227-7533, or mail it to: 400 Robert Street South, St. Paul, MN 55107.  
 Your deposit or full payment must accompany this form (see below). A secondary contact name is required.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Service Unit: \_\_\_\_\_ Troop #: \_\_\_\_\_  
 Secondary Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Program Grade Level:  Girl Scout Daisy  Girl Scout Brownie  Girl Scout Junior  Girl Scout Cadette  
 Girl Scout Senior  Girl Scout Ambassador  Girl Scout Adult

Site will be used for [Check all that apply]:  Day Use  Overnight  Troop Use  Service Unit Encampment/Event  
 Council Program  Council Training  Other:

Name of Site:  Edith Mayo  Camp Elk River  Camp Lakamaga  Camp Lockeslea  Camp Northwoods  Sagata  
 Camp Singing Hills  Camp Whispering Hills  Brooklyn Center Service Center  Northfield Service Center  
 Redwood Falls Service Center  Rochester Service Center  St. Paul Service Center

Site Requested (first choice): \_\_\_\_\_ Check-in dates: \_\_\_\_\_ Check out dates: \_\_\_\_\_  
 Site Requested (second choice): \_\_\_\_\_ Check-in dates: \_\_\_\_\_ Check out dates: \_\_\_\_\_  
 Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Number of Girls: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Please note: Earliest check-in time is 4 p.m. and latest check-out time is 2 p.m. on the last day of an overnight stay.

Full payment is due 60 days prior for multi-unit use or 30 days prior for all single unit use. If payment is not received as required, reservations will be released. For refund eligibility, a written cancellation request must be received 60 days prior to multi-unit use or 30 days prior for single unit use. Deposit(s) and fee payment(s) are non-refundable after the 60/30 day cancellation notification requirement. If reservation is being made within the 60/30 day time frame, full payment is due with the reservation. Minimum of 10 days are required to process equipment requests.

Payment Information		Method of Payment	
Facility Rental Fees:		Deposit or full payment must be included with this form or it will be returned as incomplete.	
Tent Rental Fees: (\$5/tent/night)			
Total Amount Due:		<input type="checkbox"/> Check enclosed payable to: River Valleys	
Pay full amount now, or \$100 deposit, whichever is less.		<input type="checkbox"/> Charge my credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover	
Amount Enclosed:		Amount to charge:	
Credit card number:		Exp:	CVV number:
Card holder's name:			
Card holder's signature:			

I have read the information on overnight camping contained on the River Valleys website for Girl Scout groups, in River Valleys council printed material and Safety-Wise and understand the policies and regulations stated therein. I verify the information stated on this Facility Reservation Form is correct. I certify I have or will have take all trainings and certifications required.

Signature: \_\_\_\_\_

# FACILITY AND OUTDOOR EQUIPMENT RESERVATION FORM

## Training Certifications

List names of accompanying adults who have completed training. Check type of training, and list expiration date month/year. For overnight camping, you must provide the name of someone attending with First Aid and CPR/AED training. All certifications and training must be in place at least 30 days prior to the reservations.

	Girls Sleep-In*	Girls Cook-In*	Girls Cook-Out*	Girls Sleep-Out*	First Aid/Expiration Date: _____	CPR/Expiration Date: _____	Basic Water Rescue Certification (wade)/Expiration	Lifeguard (swim)/Expiration	Small Craft Safety (canoe)/Expiration	Archery/Expiration	Low Ropes Course
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*For more information on these trainings, visit [www.girlscoutsrv.org](http://www.girlscoutsrv.org).

Check only the buildings/areas/equipment you are requesting, as others may be reserved by another party.

Note: Number in parenthesis indicates building overnight capacity. Reservation for activity areas may be shared use.

### Camp Elk River

- Gray Koch Dining Hall and Kitchen
- Gray Koch Room A (22)
- Gray Koch Room B (22)
- Gray Koch Room C (22)
- Gray Koch Room D (22)
- Gray Koch Dorm Wing (28)
- Pines Dorm
  - (North) (30)
  - (South) (30)
- Popp Cabin (20)
- Pickering Cabin (20)
- Timbermeade (28)
- Red Barn (lower) (15)
- Equestrian Center (14)
- Morgan Cabin (10)
- Pinto Cabin (10)
- TM Tent Units (13) (28 each)
- Tree Houses (5 Houses) (6 each)
- Low Ropes Course\*
- Lake Barbara\*
- Archery Area\*

### Equipment

- 12 Canoes, paddles, PFDs\*  
\_\_\_\_\_# needed
- Charcoal Grill (4)
- 6 Kayaks, paddles, PFDs\*  
\_\_\_\_\_# needed
- PA System
- Portable Kitchen Fly
- Tents, 4 persons\* (50)  
\_\_\_\_\_# needed

### Camp Lakamaga

- Annie Paper Dining Hall & Kitchen
  - Troop House (Upper) (24)
  - Lodge
  - Mary Randall Troop House (30)
  - Tatanka (8)
  - Edgewood (5)
  - Lakeside Cabin (3)
  - Norgaard Cabin (14)
  - Tyoga (16)
  - Program Hut
  - Agnes Ober Program Center
    - Upper (20)
    - Lower (25)
  - Art Studio
- Platform Tent Unit(s):
- Canterbury (20) 5 Tents
  - Innisfree (32) 8 Tents
  - Day Camp Unit(s): (14)

### Cabin(s):

- Aintree (32) - 4 Cabins
- Lochbrae (32) - 4 Cabins
- Tamaray (36) - 6 Cabins
- Yurts (48) - 4 Yurts
- Coya Knutson Sports Pavilion\*
- Waterfront\*
- Archery Area\*
- Low Ropes Course\*

### Equipment

- 14 Canoes, paddles, PFDs\*  
\_\_\_\_\_# needed
- Charcoal Grill (4)
- 23 Kayaks, paddles, PFDs\*  
\_\_\_\_\_# needed
- Portable Kitchen Fly
- Tents, 4 persons\* (50)  
\_\_\_\_\_# needed

### Camp Lockeslea

- Upstairs (32)
  - Downstairs (15)
  - Addition (7)
- Equipment
- Charcoal Grill (2)
  - Outdoor Cooking Kit\*  
\_\_\_\_\_# needed
  - Tents, 4 persons\* (50)  
\_\_\_\_\_# needed

### Camp Northwoods

- Troop House #1 (22)
  - Davidson Troop House (22)
  - NW Alumnae Troop House (22)
  - Thunderbird Dining Hall
  - Wastahi Troop House (21)
  - Voyageur Lodge
  - Motel (12): 6 rooms: 2/rm
  - Staff House (10)
- Platform Tent Units
- Running Fox (32)
  - Little Otter (32)
  - Morning Star (32) - 4 Cabins
  - Waterfront\*
  - Archery Area\*
  - Low Ropes Course\*

### Equipment

- 22 Canoes, paddles, PFDs\*  
\_\_\_\_\_# needed
- Charcoal Grill (2)
- 15 Kayaks, paddles, PFDs\*  
\_\_\_\_\_# needed
- Tents, 4 persons\* (25)  
\_\_\_\_\_# needed

### Camp Singing Hills

- Windsong (40) 10 Tents Cabins
- Echo Ridge (32) 8 Tents
- Shady Glen (64) 4 Cabins
- Program Center (30)
  - Upper (15)
  - Lower (25)
- Kitchen and Dining Hall
- Low Ropes Course\*
- Waterfront\*
- Archery Area\*

### Equipment

- 12 Canoes, paddles, PFDs\*  
\_\_\_\_\_# needed
- Charcoal Grill (2)
- 8 Kayaks, paddles, PFDs\*  
\_\_\_\_\_# needed
- Tents, 4 persons\* (10)  
\_\_\_\_\_# needed

### Camp Whispering Hills

- Program Center (30)
- Winnishek (40) 5 Cabins
- Aspen (40) 10 Tree Houses
- Oakenberry (40) 10 Tree Houses
- Singing Creek (16) 4 Tree Houses
- Archery Area\*
- Swimming Pool\*

### Equipment

- Charcoal Grill (2)
- Tents, 4 persons\* (10)  
\_\_\_\_\_# needed

Camps continued on page 3

# FACILITY AND OUTDOOR EQUIPMENT RESERVATION FORM

\*Each camp facility has a centralized shared use flag pole with US and Girl Scout flags and sashes.

\*Each fire/cooking area is equipped with fire equipment including: grate, shovel, rake, bucket, firewood, picnic tables and shelters.

\*Swim/Boating area rental includes lifeguard equipment.

\*Boating area rental includes pfd's and paddles.

\*Archery area rentals includes: bows, arrows, finger tabs, arm guards and targets.

\*Traveling archery equipment includes all but the targets, (4) bows, finger tabs, arm guards and two dozen arrows.

Equipment at each camp includes the following:

- Fry pan with handle (cast iron and non-stick)
- Cooking pots, aluminum, variety of sizes
- Coffee Pot
- Mixing bowls

- Colanders
- Dutch ovens
- Cutting boards
- Pitchers
- Griddles
- Coolers (Ice not included)
- Dish Tubs

- Propane cook stoves (single & 2 burner, Propane not included)

Utensils include: Ladles, Can openers, carrot peelers, Large mixing/slotted spoons, spoons, forks, butter knives, paring knives, spatulas, tongs, measuring spoons, measuring cups, scrapers

Other equipment/supplies include the following: hot pads, roasting forks, pie irons

Don't forget to bring the following as needed: Matches, dish soap, bleach for sanitizing dishes, paper products (towels, plates, etc.) sponges, dish clothes, water bottles, sharp knives, propane, dunk bags, hand sanitizer, eating dishes/utensils

\*Outdoor cooking kits are kept at each service center & Lockslea and are available for check out. Each check out kit contains each item and enough items for approximately 20 people. Individual eating dishes/utensils are not supplied.

## Northfield Service Center

- Conference Room Lower Level (30)

### Equipment

- Outdoor Cooking Kit\* (2)  
\_\_\_\_\_# needed
- Tents, 4 persons\* (6)  
\_\_\_\_\_# needed

## Redwood Falls Service Center

- Bremer Conference Room (30)

### Equipment

- Traveling Archery Kit\*
- Outdoor Cooking Kit\* (2)  
\_\_\_\_\_# needed
- Tents, 4 persons\* (6)  
\_\_\_\_\_# needed
- Snowshoes (12 pairs)

## Rochester Service Center / Edith Mayo

- Troop House (24)
- Outdoor Units
- Archery Area\*
- Low Ropes Course\*

### Equipment

- Traveling Archery Kit\*
- Outdoor Cooking Kit\* (2)  
\_\_\_\_\_# needed
- Tents, 4 person\* (6)  
\_\_\_\_\_# needed
- Snowshoes (12) pairs

## St. Paul Service Center

- 3M Anokii Room (35)
- Conference Room A, B, C
- Kitchen
- Girl Program Room

### Equipment

- Traveling Archery Kit\*
- Outdoor Cooking Kit\* (10)  
\_\_\_\_\_# needed
- Tents, 4 person\* (6)  
\_\_\_\_\_# needed

### FOR OFFICE USE ONLY

Rental Fee Apply Yes\_\_\_\_\_ No\_\_\_\_\_

Program title:\_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_

GL Dept Activity Source Loc Function