

**REQUEST FOR FACILITY RESERVATION**

This form should be in the office at least two (2) months before your camping event and must be in the office before any reservations will be made. No facility reservations or changes will be made by phone. A \$35.00 security deposit must accompany reservation. This only refundable after inspection of the property.

Troop # \_\_\_\_\_ Age Level \_\_\_\_\_ County \_\_\_\_\_  
would like to reserve the following council owned facility:

**Camp Hazlewood** (Cabin/Tent Sites available April 1 through September 30)  
Barbara Mann Troop House \_\_\_\_\_ Site I \_\_\_\_\_ Site II \_\_\_\_\_ Site III \_\_\_\_\_ Site IV \_\_\_\_\_

**Facility Fee: \$25.00 ~ Per troop, per night**

Date you wish to reserve:

**1<sup>st</sup> choice:** From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

**2<sup>nd</sup> choice:** From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

Departure Time From Home \_\_\_\_\_ Arrival Time Back Home \_\_\_\_\_

There will be \_\_\_\_\_ girls and \_\_\_\_\_ adults at facility.

Leader or adult in charge \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
(Street, City, State, Zip)

Girl Scout Group Accident Insurance cover all registered Girl Scout members for this activity against accident provide Troop Camp lasts only 3 days and 2 nights. For longer periods, additional accident insurance and extended Troop Trip applications are required.

You must check Troop Camp Standards, and refer to all Activity Checkpoints in *Safety-Wise*, under trip/travel/camping, and/or troop camping. At least one adult must have participated in Troop Camp Level I Training (or equivalent) and be currently certified in First Aid/CPR in attendance on camping trip.

If more than one troop wishes to use the facilities at the same time, both troops must pay the security deposit, overnight fees and submit separate requests. If troops or service units use the facilities for day events, a \$25.00 facility fee is required per day.

Person troop will notify in case of emergency: Name \_\_\_\_\_

Address \_\_\_\_\_  
(Street, City, State, Zip)

Phone (Home ) \_\_\_\_\_ (Work) \_\_\_\_\_

**(Continued on Back)**

List adults attending who have training in the following areas:

Outdoor skills \_\_\_\_\_ First Aid/CPR \_\_\_\_\_

Lifeguard \_\_\_\_\_ Small Craft \_\_\_\_\_

**If for some reason you cancel your reservation within 10 business days of your scheduled date, you will forfeit your \$50.00 security deposit. All cancellations must be submitted in writing.**

\_\_\_\_\_  
**Signature/Event Chair**

\_\_\_\_\_  
**Position in Girl Scouting**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Date**

**Confirmation will be received by mail.  
Reservation Request must be completely filled out.**

**Mail Request and appropriate fee to:  
Girl Scouts of Reelfoot Council  
1007 Old Humboldt Road  
Jackson TN 38305  
731.668.1122  
Requests will not be honored via fax or phone.**

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**For Council Use Only:**

Date Application Received: \_\_\_\_\_ Date Confirmation Sent: \_\_\_\_\_

Date Key Mailed: \_\_\_\_\_ Date Key Received: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Membership Director Approval: \_\_\_\_\_