

**USE OF PROGRAM CENTERS BY NON-GIRL SCOUT GROUPS
(including Girl Scout groups from other councils)**

Girl Scouts of Virginia Skyline Council has three program centers that may be used by non-Girl Scout groups depending on their availability. These sites are **Dark Hollow** in Salem, **Sacajawea** in Lynchburg, and **Sugar Hollow** in White Hall.

Timeframes, types of facilities, and rental fees are as follows:

Overnight (up to two nights/three days), **per unit**

Cabin/tent unit	\$ 82.00
Weatherized unit	\$122.00
Primitive unit	\$ 32.00

Overnight (up to two nights/three days), **entire program center**

Dark Hollow	\$330.00 + \$100.00 for each additional day
Sacajawea	\$330.00 + \$100.00 for each additional day
Sugar Hollow	\$330.00 + \$100.00 for each additional day

One day only, **per unit, per day**

Cabin/tent unit	Sunday-Friday: \$ 30.00	Saturday: \$ 45.00
Weatherized unit	Sunday-Friday: \$ 58.00	Saturday: \$ 80.00
Primitive unit	Sunday-Friday: \$ 12.00	Saturday: \$ 15.00

One day only, **entire program center**

Dark Hollow	Sunday-Friday: \$175.00	Saturday: \$190.00
Sacajawea	Sunday-Friday: \$175.00	Saturday: \$190.00
Sugar Hollow	Sunday-Friday: \$175.00	Saturday: \$190.00

There is no charge to visit a site and hike (up to three hours)*. If you wish to use any shelter or building, you must pay a day rate. **You must register with council headquarters in advance.** This is done for the protection of the group.

Requirements for site use include:

- Damage deposit payment of \$100. **The damage deposit will be returned after the Program Center Use Report has been received in the office and deductions are made for any damages incurred.**
- Certificate of insurance from the carrier for the group.
- Signed hold harmless agreement.
- Willingness to follow established GSVSC rules and regulations.

To reserve a program center/camp site do the following:

- To inquire about the availability of a program center/camp and/or request an application, call Girl Scouts of Virginia Skyline Council headquarters at 540-777-5101 or 800-542-5905, ext.101, between 8 a.m. and 5 p.m., Monday through Friday. This call will **not** confirm a reservation for the site but will only speak to its availability at that point. Reservations will not be confirmed until the reservation form, payment, and deposit are received.
- Reservations for the next calendar year may be made after October 1 of the current calendar year, with the exclusion of **key weekends**. Reservations for **key weekends** may be made no sooner than thirty days prior to the date requested.

Key weekends in the spring and fall are held in reserve for Girl Scouts of Virginia Skyline Council as follows:

Spring: **Second full weekend in April through first weekend in June**
Fall: **First weekend in September through last weekend in October**

- Once the availability of a site has been established, the completed reservation form and a check for the applicable fees **must** be received before the reservation can be confirmed. When submitting the application, be sure to include the certificate of insurance from the carrier for the group and sign the hold harmless statement on the application itself.
- Mail the completed application to: **GSVSC Program Center Reservations
3663 Peters Creek Road, NW
Roanoke, VA 24019**
- A confirmation and additional information regarding keys will then be sent.
- Notice of cancellation must be given **in writing two weeks before** the site usage date.
- **NO REFUNDS** will be made without such notice except in cases of acts of nature.

If there are any questions, or to request additional printed information on any of the sites, please contact Girl Scout council headquarters at 540-777-5101 or 800-542-5905, ext. 101, or dgiles@gsvsc.org.

APPLICATION FOR USE OF GSVSC PROPERTY BY NON-GIRL SCOUT GROUPS

Name of Group/Organization:		Date:
Name of Person Applying:		
Address:		
City:	State:	Zip:
Day Phone: () -	Evening Phone: () -	Email Address:
Date of Arrival: / /	Time of Arrival: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Date of Departure: / /	Time of Departure: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	
Overnight? Number of Nights:		
Estimated Number of Youth:		Estimated Number of Adults:
Estimated Number of Participants: Adults: Men: Women: Children: Boys: Girls:		

Choice of camp and unit:

1 = First Choice 2 = Second Choice *Primitive Fee Rate \$Heated Year-Round Building

DARK HOLLOW	1 or 2	SACAJAWEA	1 or 2	SUGAR HOLLOW	1 or 2
Entire Site		Entire Site		Entire Site	
Sleepy Hollow*		Troop House		Patterson Hall	
Trathel\$		Pavilion		Running Creek	
Pinecrest		Hideaway		Rocky Top	
Oakridge		Gay Lodge\$		Multipurpose Bldg.\$	
Willie's Place*		Rendezvous Shelter*		Skippy's Haven*	
PA Bldg. (events only)		Tanglewood*		Sally Rex Shelter*	
		PA Bldg. (events only)		Skippy's Shelter*	

The GSVSC Program Centers Manual is attached.

Each group is responsible for the information included in the Procedures, Rules, & Forms section.

Payment options:

<input type="checkbox"/> Check or Money Order (made payable to GSVSC)	
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Name on Card:
Account Number:	Expiration Date: / /
Three-Digit Security Code (from back of card):	

**If paying by credit card, application may be faxed to our office at 540-777-1151; otherwise, please mail application with check or money order payable to:
GSVSC, 3663 Peters Creek Road, NW, Roanoke, VA 24019.**

OFFICE USE ONLY

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Indemnity/Hold Harmless Agreement

_____ (the "User Group") shall indemnify, hold free and harmless, assume liability for, and defend the Girl Scouts of Virginia Skyline Council, Inc. ("Girl Scouts of Virginia Skyline Council"), its troops, agents, volunteers, employees, officers, and directors (collectively referred to hereinafter as "Girl Scouts") from and against all claims, loss, liabilities, damages, other expenses, including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, and court costs, and all other sums, which may be imposed upon, incurred by, or asserted against, the Girl Scouts, by reason of any personal injury, death or property damage arising out of, alleged to have arisen out of, on account of, or related to the User Groups', its agents', volunteers', employees', members' and guests' use, misuse, or occupancy of the Girl Scouts of Virginia Skyline's facility located at _____. If any claim, action, or proceeding is brought against the Girl Scouts by reason of such use, misuse, or occupancy, the User Group, upon the Girl Scouts of Virginia Skyline's written notice, shall at its expense resist and defend such claim, action, or proceeding by counsel reasonably approved in writing by the Girl Scouts of Virginia Skyline. The Girl Scouts of Virginia Skyline may participate in any defense at its own expense.

The User Group acknowledges that the Girl Scouts has no obligation or duty to provide certified supervision or supervision of any kind, unless expressly agreed to by the Girl Scouts of Virginia Skyline, for the occupancy or use of its facility, including but not limited to, any pool or lake.

The User Group warrants that the undersigned is its authorized representative and has authority to enter into this agreement on his/her/its behalf and this agreement is binding upon him/her/it. The User Group, its agents, volunteers, employees, members, and guests agree to abide by all rules, regulations and guidelines of the Girl Scouts of Virginia Skyline for the occupancy and use of its facilities.

By signing below, the undersigned states that he/she on behalf of the User Group has fully read and understands this agreement, and the User Group agrees to it.

User Group

By: _____

Date: _____

Read the following and check each item to indicate that it has been completed:

- The Program Center Procedures, Rules, and Forms have been read and shared with the group and will be followed.
- Full payment and \$100 deposit have been sent to Girl Scouts of Virginia Skyline Council at the time of reservation.
- A certificate of insurance will be sent (fax: 540-777-1151) indicating liability coverage for the group/family for \$1,000,000 (one million). We MUST receive the certificate of insurance at least two weeks before the date you plan to use the facility.
- The person in charge of the activity is 21 years of age or older.
- No alcoholic beverages or illegal or illicit drugs will be consumed on the site.
- Cancellation notice was sent in writing two weeks before the site usage date.