

**AFTER REVIEWING AVAILABILITY, RATES, AND RESERVATION PROCEDURES:**

**[CLICK HERE TO COMPLETE FORM 2150 PROGRAM CENTER & EQUIPMENT RESERVATION FORM](#)**

**RESERVATIONS ARE REQUIRED PRIOR TO ACCESSING/ENTERING COUNCIL PROGRAM CENTER PROPERTY**

**RESERVATIONS MUST BE SUBMITTED **10 BUSINESS DAYS (MON-FRI)** PRIOR TO YOUR DESIRED ARRIVAL DATE**

Reservations cannot be processed until all required forms and fees arrive at council headquarters. Reservations are first-paid, first-served. For availability, preview Program Center Calendar below or call council headquarters at (540) 777-5100 or email [info@gsvsc.org](mailto:info@gsvsc.org) to check available dates. Previewing calendar, emailing, or calling for available dates does not guarantee your reservation.

**Note:** A confirmed council reservation must be on file before access will be granted to council property. Being on council property without a council-confirmed reservation is not allowable and may warrant suspension of privileges or legal action.

**SOME SITES ARE DOWN FOR MAINTENANCE, PLEASE REVIEW RATE CHART AND CALENDAR FOR DETAILS!**

For availability, preview Program Center Calendar below or call council headquarters at (540) 777-5100 or email [info@gsvsc.org](mailto:info@gsvsc.org) to check available dates. Previewing calendar, emailing or calling for available dates does not guarantee your reservation.

**[CLICK HERE FOR CURRENT GSVSC PROGRAM CENTER RESERVATION RATES](#)**

**PROGRAM CENTER CALENDAR PREVIEW:**

**[Icimani Program Center Calendar](#)**

**[Sugar Hollow Program Center Calendar](#)**

**[Sacajawea Program Center Calendar](#)**

**Note:** Calendars provide ***visibility only***. You will not be able to reserve program centers using the calendar links. You must submit the #2150 Program Center Reservation form and payment must be received before your reservation will be visible on the calendar. This is a new council process.

**CLIMBING WALL RENTAL PROCEDURES:**

If reserving Icimani Adventure Center Climbing you must:

- 1) **Call and schedule a timeslot with Council and the climbing wall expert.** To schedule a climbing date/time, please contact Customer Care at 540-777-5100
- 2) Once timeslot has been confirmed, complete and **upload form #2171** to council in the 2150 online form
- 3) Make copies of the Registration Waiver/Release found on the back of form #2171. Each participant must have **a signed waiver by their parent/guardian** with them on the day of climbing

## **ARCHERY RANGE AND EQUIPMENT RENTAL PROCEDURES:**

If reserving the archery range and/or GSVSC archery equipment:

- 1) Understand only a certified Level I archery instructor (or higher) can run the range/utilize archery equipment. **A copy of the Archery Instructor's current Level I certification (or higher) and contact information must be provided prior to receiving approval for usage.** If in need of a Level I archery instructor, prior to submitting this reservation, contact council with a preferred date and timeslot. Council will make every attempt to locate a level I archery instructor. Note, no guarantees can be made to instructor availability.
- 2) Understand that GSVSC Archery equipment usage is available only to certified archery instructors who provide archery activities to individuals, troops or groups exclusively on-site at GSVSC Program centers. Archery equipment may not be taken/utilized offsite.
- 3) Understand at the time of reservation, there is a nonrefundable **\$25 archery field/equipment reservation fee per 8 hrs./day.**
- 4) Understand when an archery instructor is providing a standalone program for Girl Scouts that consist of three or more troops/groups or individually registered girls, the archery instructor must also have completed GSVSC Event Planning training and is responsible for the program registration, submission of the event approval application, and paying council for fees prior to providing the archery program.
- 5) Understand a **basic First Aider MUST be present** during archery activities. First Aider **MAY NOT** be the archery instructor
- 6) Understand once reservation and payment(s) are received, key codes and procedures will be emailed to archery instructor along with a check-in/checkout archery equipment inventory list.
- 7) Archery instructors must collect **Archery Program Training Pre- & Post-Assessments (#2410) from each participant** for required archery reporting stats using #2111 Program Center Use Report and/or #2503a Event report
- 8) Archery Instructor must assess archery equipment before and after use and include an updated inventory list noting the condition of equipment.
- 9) Council must receive an updated inventory list and the #2111 Program Center Use Report.

## **RESERVATION FORM INSTRUCTIONS:**

- 1) Must complete form in one sitting; may not save and return
- 2) One reservation per form submission
- 3) Upon your submission, information is sent to Council automatically and creates a case with Customer Care
- 4) PLEASE DO NOT PRINT AND MAIL FORM TO COUNCIL; form is created with logic and is responsive to user's input; therefore, some question may be visible or hidden based on information provided
- 5) Once reservation has been received and availability has been confirmed, Council staff will contact the responsible adult during regular business hours for payment over the phone