

## Harrisburg Area Service Center Check-in/Check-out form

Site/Unit \_\_\_\_\_ Date \_\_\_\_\_

Troop \_\_\_\_\_ Service Unit \_\_\_\_\_

### One Week in Advance of Usage/Rental

- Contact the Site Registration staff to make arrangements to enter the building and confirm arrival time.

### Cancellation Procedure

- Notify the registrar department if you must cancel your reservation. Notification must be received 30 days prior to your usage/rental date in order to receive a full refund of the deposit.

### Upon Arriving at Site

- Check-in with staff – notify them of your departure time and adhere to it unless you have an emergency.

### During Your Stay

- If you have a maintenance problem or emergency, call the 1-866-205-4744.

### Upon Departure

- The site/unit should always be left better than you found it.
- Perform the following final clean up tasks: (as they apply to your usage.)

### Downstairs Units Including the Kitchen Areas

|  |  |
|--|--|
| _____ Remove all unused food and supplies                  | _____ Empty refrigerators and wipe clean |
| _____ Clean stove and appliances inside and outside        | _____ Sweep and mop floors               |
| _____ Clean dishes and utensils, return to proper cupboard | _____ Vacuum carpeted areas              |
| _____ Neatly arrange tables and chairs                     | _____ Turn off all lights                |

### Downstairs Bathrooms and Showers

|                               |                                    |
|-------------------------------|------------------------------------|
| _____ Clean toilets and sinks | _____ Empty trash form receptacles |
| _____ Sweep and mop floors    |                                    |

### Hemlock Room and Kitchen Area

|  |  |
|--|--|
| _____ Remove all unused food and supplies                  | _____ Empty refrigerators and wipe clean |
| _____ Clean stove and appliances inside and outside        | _____ Sweep and mop floors               |
| _____ Clean dishes and utensils, return to proper cupboard | _____ Vacuum carpeted areas              |
| _____ Neatly arrange tables and chairs                     | _____ Turn off all lights                |

### Trash for All Units

|   |  |
|---|--|
| _____ Collect waste from grounds, kitchens, bathrooms<br>Recreation areas, etc. | _____ Place in dumpster at end of front<br>parking lot |
|---|--|

Harrisburg Area Service Center Check-in/Check-out form (Continued)

**This sheet MUST be filled out COMPLETELY and returned to Council before we can refund your deposit. It must be returned to Council before September 30<sup>th</sup> of the Girl Scout membership year that your reservation is in or your deposit will be forfeited.**

Send Refund To:

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature of Adult in Charge \_\_\_\_\_

Signature of Caretaker or Designee \_\_\_\_\_

Number of Registered    \_\_\_\_ # Girls    \_\_\_\_ # Boys    \_\_\_\_ # Adult Females    \_\_\_\_ # Adult Males

Non-registered in Attendance    \_\_\_\_ #Girls    \_\_\_\_ # Boys    \_\_\_\_ # Adult Females    \_\_\_\_ #Adult Males

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