



Service Center Check-in/Check-out Form

Please check one: Gettysburg Hazleton Lancaster Scranton State College York

Site/Unit _____ Date _____

Troop # _____ Service Unit _____ Others/Community Organizations _____

Number of Registered Girl Scouts: Girls _____ Adults _____
Number of Non-Registered: Children _____ Adults _____

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 thirty (30) days prior to your usage/rental date in order to receive a refund of the deposit.

Upon Arriving at Site

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

During Your Stay

- If you have a maintenance problem or emergency, call 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:

Kitchen Areas

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

Trash for All Units

- Collect waste from grounds, kitchens, bathrooms, recreation areas, etc
Place all trash in dumpster at end of front parking log

You must sign this form to receive a refund of your deposit: I understand if the site rules are followed, our deposit is refundable. I am also aware our troop/group may choose to donate some or all of the deposit to help maintain the sites and/or support girls in Girl Scouting. Refund Amount: \$_____.

Send refund to: Name _____

Address _____ City _____ State _____ Zip Code _____

Signature of Adult in Charge _____ Date _____ Signature of Caretaker or Designee _____ Date _____