

Girl Scouts of Virginia Skyline Council

How to Reserve Facilities at a Virginia Skyline Camp/Program Center

Camp Sacajawea, Camp Sugar Hollow, Icimani Adventure Center

Reservations are processed on a “first-paid, first-served” basis. Rates are listed at the end of this form.

1. Look at all the options available. Check out information online via our website at www.gsvsc.org – look for our camps/program centers link. Read the information regarding our sites in the ***Girl Scouts of Virginia Skyline Council Camps/Program Centers Manual (#2164)***. Or arrange for a site visit to see what is available before making your reservations — contact the camp ranger for Sugar Hollow and Sacajawea at 540-529-9174 and the ranger for Icimani at 540-525-0668.
2. Discuss with your troop/group the program opportunities each center has to offer. Consider the interests and experience of your troop/group.
3. Call council headquarters at 540-777-5100 or 1-800-542-5905, ext. 100, and speak with the registrar to determine if the program center, date, and unit you wish to use are available. Reservations **CANNOT** be made by phone — they must be mailed, e-mailed, faxed or dropped off at council headquarters.
4. Complete this form (online or by filling out a paper copy). Make sure to include a second choice of program center, date, and unit in case the first choice is not available. Attach a check payable to Girl Scouts of Virginia Skyline Council or credit card information for the appropriate fee or include your troop/community debit card information.
5. The **EQUIPMENT RENTAL FORM (#2468)** can be used to rent tents, dining flies, etc. Use form #1076 to rent archery equipment. For questions about equipment orders, contact the camp rangers at the telephone numbers in item #1.
6. When the reservation is received at council headquarters, it is processed. Then a confirmation letter and instructions for obtaining keys are sent to the adult making the reservation. If the dates and/or units of the first and second choices are not available, the reservation form and check (or credit card) will be returned with an explanation.
7. **CANCELLATIONS** must be made by calling, e-mailing, or writing to the registrar. This applies to overnight and day events. **REFUNDS** for cancellations will be processed as follows:

5 or fewer business days before the event	0%
6 to 10 business days before the event	50%
11 to 15 business days before the event	75%
16 business days or more before the event	100%
8. **GIRL SCOUT FAMILIES** (families of registered Girl Scout adults) as well as non-Girl Scout groups may rent Girl Scout camps/program centers.

Reservations cannot be processed until all signed paperwork and fees arrive at headquarters. First-paid, first-served. Calling for available dates does not guarantee your reservation. The dates cannot be held until paperwork and fees are in the council office.

Rates

- Girl Scout Price — Registered Girl Scout renting camp property and using it for Girl Scout Programs.
- Girl Scout Family — Registered Girl Scouts renting property and using it for Non – Girl Scout events (birthday parties, wedding, family reunions)
- Non-Girl Scout use — Other Community members using camp for events not related to Girl Scouting

Payment

- Hourly/Daily — Pay in full before confirmation of reservation.
- 72 hours or more — needs contract with CFO with 25% deposit and payment plan.
- For long-term rentals, prices may be negotiated with the CFO with a signed contract
- Girl Scout troops may use a part of camp — that is not otherwise in use — for two hours a week for troop meetings. They may use service hours as payment. They still need to register.
- GS programs only will receive a 25% discount for three consecutive overnights.

Miscellaneous

- When you rent the entire camp at Sacajawea during the summer, “the Dot” (splash pad) is not included. GS camps that are longer than 72 hours may have “the Dot” included based on availability.
- When renting “the Dot,” Rendezvous will be included.
- Sunspot will be included in GS rental of other buildings.
- When you rent part of Icimani, the fields are included. If a sports team wishes to rent fields, the long-term rental policy goes into effect.
- The GSVSC cancellation policy applies.

Registered Girl Scouts may use the property at no cost for a maximum of two hours at a time; this will include only the property and bathrooms. No building use is permitted.

The prices will remain in effect with a \$5 increase every 3 years starting October 1, 2018.

The Splash Pad seasonal operational prices are Memorial Day weekend through Labor Day weekend.

CAMP/PROGRAM CENTER RESERVATION

**Reservations cannot be processed until all signed paperwork and fees arrive at headquarters.
First-paid, first-served. Calling for available dates does not guarantee your reservation.
The dates cannot be held until paperwork and fees are in the council office.**

Category of group renting facility: (choose one)

<input type="checkbox"/> Girl Scout program	<input type="checkbox"/> Girl Scout Family non-GS program	<input type="checkbox"/> Non-Girl Scout group
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Responsible adult:			
Address:	City:	State:	Zip:
Day phone number: - -	Evening phone number: - -		
E-mail address:			
Date of arrival (month/day/year):	Time of arrival: <input type="checkbox"/> AM <input type="checkbox"/> PM		
Date of departure (month/day/year):	Time of departure: <input type="checkbox"/> AM <input type="checkbox"/> PM		
Estimated number of girls:	Estimated number of adults:		

DATES:

First choice (month/day/year):	Second choice (month/day/year):
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CHOICE OF CAMP/PROGRAM CENTER & UNIT:

1 = First choice, 2 = Second choice

CAMP SACAJAWEA	1 or 2	CAMP SUGAR HOLLOW	1 or 2	ICIMANI ADVENTURE CENTER	1 or 2
Entire Site		Entire Site		Entire site	
Campfire Circle (large event)		Campfire Circle (large event)		Campfire Circle (large event)	
Gay Lodge		Multipurpose Building		Camp Site A	
Hideaway		Patterson Hall		Camp Site B	
Program Admin Bldg (events only)		Rocky Top		Camp Site C	
Pavilion		Running Creek		Dark Hollow	
Rendezvous Shelter		Sally Rex Shelter		Gymnasium	
Tanglewood		Skippy's Haven		Picnic Pavilion-rear porch	
Troop Bunkhouse Unit 1		Skippy's Shelter		Ridgeline Camping	
Troop Bunkhouse Unit 2		Archery Range		Archery Range	
Troop House Shelter				Meeting Room	
Archery Range					
"The Dot" Splash Pad					

TYPE OF USE:

<input type="checkbox"/> Troop/group camping	Troop/group number:
<input type="checkbox"/> Training	Title of course:
<input type="checkbox"/> Council event	Name of event:
<input type="checkbox"/> GS family	Describe use:
<input type="checkbox"/> Non-Girl Scout Group	Describe use:

GSVSC OUTDOOR-TRAINED ADULT ACCOMPANYING TROOP/GROUP:

Name:	Date course completed:
<input type="checkbox"/> Our troop/group will be cabin camping. (Outdoor Education is not required unless you are planning outdoor cooking or a campfire.)	

FIRST-AIDER ACCOMPANYING TROOP/GROUP:

Name:	Date certified:
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PAYMENT OPTIONS:

<input type="checkbox"/> Check or money order (made payable to Girl Scouts of Virginia Skyline Council)			
<input type="checkbox"/> Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard			
Account number:	Expiration date:		
Cardholder's name:	Cardholder's signature:		
Cardholder's billing address:	City:	State:	Zip:

Would your troop/group/event like to do a Camp Bear service project? Yes No

ICIMANI RENTAL PRICES:

Icimani Rental Site	GS Program Rate			GS Non-program Rate			Non-GS Rate		
	1 Hour	8 Hour	24hr/Overnight	1 Hour	8 Hours	24 Hours	1 Hour	8 hrs	24 hrs
Campsite ABC	x	10	20	x	12	25	x	13	30
Dark Hollow Campsite	x	20	40	x	25	45	x	35	50
Gym	25	100	175	30	115	200	35	130	260
Meeting Room	10	50	75	12	60	85	15	65	100
Rear Porch	x	10	20	x	12	25	x	15	35
Middle Field (sports only)	Free with entire camp			Free with entire camp			CFO	CFO	Free w/camp
Upper Field (sports only)	Free with entire camp			Free with entire camp			CFO	CFO	Free w/camp
Entire Camp	x	225	275	x	260	320	x	325	400
Snoozie's Scramble	\$5/2hr per girl		Free w/camp	\$6/2hr per girl		Free	\$7/2hr/person		Free
Archery	The lesser of \$2/girl or \$50			The lesser of \$2/girl or \$50			N/A	N/A	N/A

SACAJAWEA RENTAL PRICES:

Sacajawea Rental Site	GS Program Rate			GS Non-program Rate			Non-GS Rate		
	1 Hour	8 Hours	24hr/Overnight	1 Hour	8 Hours	24 Hours	1 Hour	8 Hours	24 Hours
Gay Lodge	5	30	50	6	35	60	7	40	65
Rendezvous - winter	x	x	x	x	x	25	x	x	35
Rendezvous - summer	Free with Splash Pad			Free with Splash Pad			Free with Splash Pad		
Tanglewood	x	x	20	x	x	25	x	x	35
Troop House Shelter	x	10	20	x	12	25	x	15	35
Sun Spot	Free with entire camp			x	N/A	N/A	x	N/A	N/A
Hideway	x	x	35	x	x	40	x	x	45
Pavilion	x	x	35	x	x	40	x	x	45
Program Admin. Building	Free with entire camp								
Bunkhouse 1 or 2	5	30	40	6	35	45	7	40	50
Bunkhouse 1 and 2	10	60	75	12	70	90	14	80	100
Entire camp (Does not include Splash Pad)	x	150	200	x	175	230	x	200	260
Archery	The lesser of \$2/girl or \$50			The lesser of \$2/girl or \$50			N/A	N/A	N/A
Splash pad (off season)	10			12			15		
Splash pad (seasonal)	15			20			25		

SUGAR HOLLOW RENTAL PRICES:

Sugar Hollow Rental Site	GS Program Rate			GS Non-program Rate			Non-GS Rate		
	1Hour	8 Hours	24hr/Overnight	1 Hour	8 Hours	24 Hours	1 Hour	8 Hours	24 Hours
Sally Rex	x	5	10	x	6	12	x	7	15
Skippy Haven	x	Free*	10	x	x	12	x	x	15
Skippy Shelter	x	10	20	x	12	25	x	15	35
Patterson Hall	x	30	40	x	35	45	x	40	50
Running Creek	x	x	35	x	x	40	x	x	45
Rocky Top	x	x	35	x	x	40	x	x	45
Multipurpose	5	30	50	6	35	60	7	40	65
Art Barn	Free with entire camp			Free with entire camp			Free with entire camp		
Entire Camp	x	125	175	x	145	200	x	165	260
Archery	The lesser of \$2/girl or \$50			The lesser of \$2/girl or \$50			N/A	N/A	N/A