

# Facilities Reservation Form

## Camp Na Wa Kwa

### Instructions:

1. Send completed form to Girl Scouts of Central Indiana's Indianapolis Office. If preferred, reservations may be made online at [www.girlscoutsindiana.org](http://www.girlscoutsindiana.org).
2. A confirmation receipt will be emailed to you if your date is available. Full fee must be received in the Indianapolis office at least 30 days prior to your reservation date.

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Troop Number/Service Unit/Organization Name \_\_\_\_\_

Contact Person (First and Last Name) \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

My group is a: \_\_\_\_\_ Girl Scout Group \_\_\_\_\_ Non Girl Scout Group (Non Profits)

### Registration information

#### Register by mail

- ✉ **Mail the completed registration form to:**  
Girl Scouts of Central Indiana  
Attn: Program Registration  
7201 Girl Scout Lane  
Indianapolis, IN 46214

#### Register by fax

- 📠 **Fax the completed registration form to:**  
317.931.3348

#### Register by email:

- Email the completed registration form to:**  
Mandy Montgomery  
[mmontgomery@girlscoutsindiana.org](mailto:mmontgomery@girlscoutsindiana.org)

### Dates requested

**Note for overnight usage:** Check in is at 4 p.m. Check out is at 2 p.m. If you need an earlier check-in time or a later check out time, you must request additional nights to accommodate this request. Please indicate your preference for facilities and dates below.

1<sup>st</sup> choice: Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

2<sup>nd</sup> choice: Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

3<sup>rd</sup> choice: Arrival date \_\_\_\_\_ Departure date \_\_\_\_\_

### Units requested ( ) indicates sleeping capacity

*Non Girl Scout Groups must rent All Camp when reserving a facility.*

- Americana (32)
- Hise-Clark Program Center (28)
- Conley Lodge (seats 100, sleeps 30)
- Deerpath (32)
- Voyager (2 tents=8, 2 yurts=20)
- Trailblazer (32)
- Pioneer (32)
- Primitive (N/A)
- Amphitheater (seating capacity 300) Available April 1-October 30, Day/Hourly Use Only
- Pool/Shower House (60) – Available Memorial Day-Labor Day
- Canoes – Available April 1-October 30, Day/Hourly Use Only
- Day Use Only
- Archery – Available April 1-October 30
- All Camp (April-October 176, November-March 60) Service Units, Non Girl Scout Groups (Non Profits), and Council Only

**Camp facility reservations are available to be made up to 5 months out – whether it be all camp or an individual unit request.**

**If utilizing any facility for the day only, please indicate your requested arrival and departure time:**

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

### Number of Attendees

This is an educated guess of who will be attending your event.

- |               |                     |   |
|---------------|---------------------|---|
| _____ Daisy   | _____ Senior        | _____ Female Tagalongs (youth under age 18) |
| _____ Brownie | _____ Ambassador    | _____ Male Tagalongs (youth under age 18)   |
| _____ Junior  | _____ Female Adults |   |
| _____ Cadette | _____ Male Adults   |   |

## Camping Equipment (please indicate quantity)

\_\_\_\_\_ 2 person tents  
\_\_\_\_\_ Pie Irons  
\_\_\_\_\_ Roasting Forks

\_\_\_\_\_ Portable Firebowls  
\_\_\_\_\_ Dutch Oven  
\_\_\_\_\_ Propane Camp Stove

\_\_\_\_\_ Battery Powered Lantern

## Program Equipment (please indicate quantity)

\_\_\_\_\_ Flag

## Camping Activities

### Archery Certification

Group contact person is responsible for securing a facilitator for archery.

Girls must be age 9 or above in order to use archery equipment.

If your group is utilizing the archery range, please provide the following information for your certified archery instructor:

Name of Certified Instructor \_\_\_\_\_

Certification Date \_\_\_\_\_

Company Certification is through \_\_\_\_\_

Date of Certification Expiration \_\_\_\_\_

### Emergency Contacts

In case of emergency, please list the cell phone numbers of 2 people that will be onsite during your visit to one of our facilities. We would contact you in the case of an event occurring while you are at our facility or a facility closure due to weather.

Contact 1 Name \_\_\_\_\_

Contact 1 Phone \_\_\_\_\_

Contact 2 Name \_\_\_\_\_

Contact 2 Phone \_\_\_\_\_

### Small Watercraft Certification

If your group is utilizing any of the canoes, kayaks, or paddle boats, your group is responsible for providing your own certified instructor. Please provide the following information for your instructor:

Name of certified instructor \_\_\_\_\_

Certification Date \_\_\_\_\_

Company Certification is through \_\_\_\_\_

Date of Certification Expiration \_\_\_\_\_

### First Aid Certification

Each group is responsible for having a certified First Aid/CPR person with them on site.

Please provide the following information for your First Aid/CPR person:

Name of Person Holding First Aid/CPR Certification \_\_\_\_\_

Certification Date \_\_\_\_\_

Company Certification is through \_\_\_\_\_

Date of Certification Expiration \_\_\_\_\_

### Lifeguard Certification

If your group is utilizing the waterfront, your group is responsible for providing your own lifeguard.

Please provide the following information for your lifeguard:

Name of certified instructor \_\_\_\_\_

Certification Date \_\_\_\_\_

Company Certification is through \_\_\_\_\_

Date of Certification Expiration \_\_\_\_\_

# Girl Scouts of Central Indiana Facility Reservation Rental Agreement

In consideration of the facility agreement set Girl Scouts of Central Indiana agrees to make the function space available to the Lessee, for the dates and times. By signing this Facility Rental Agreement, Lessee agrees to the following terms and conditions. All groups must be compatible with Girl Scout mission and adhere to Girl Scout's safety standards.

**PAYMENT:** The security deposit of 50% of the rental fee is due upon rental for anyone reserving the entire camp. For individual unit reservations, 100% of the payment is due at the time of reservation. Any Non Girl Scout groups are required to rent All Camp when using our facilities.

**FINAL SETTLEMENT:** An invoice shall be issued to Lessee at the time of the reservation. The final 50% due (for those reserving all camp) must be received at least 30 days prior to your rental date or your reservation will be canceled and any payment paid towards your reservation will not be refunded.

**CANCELLATION:** Cancellation made within 30 days are not subject to refund. Cancellations made prior to 30 days to the date of the reservation will receive full refund.

**RETURNED CHECK:** There will be a \$40.00 fee for any returned check.

**CONDITION OF PREMISES:** Lessee warrants that it will leave the premises in as good a condition as found at the beginning of the rental period.

**DECORATIONS:** Except with prior written consent of Girl Scouts of Central Indiana, Lessee shall not (a) cause or permit the facilities to be injured, marred, or in any manner defaced or changed; (b) place any nails, hooks, tacks, screws, or other fasteners into any part of the facilities; (c) place or permit to be placed signs on painted walls in any part of the facilities. No decorations such as posters, pictures or banners are to be fastened to walls, woodwork or curtains inside or out.

**PARKING:** Girl Scouts of Central Indiana has parking available for Lessees at the unit(s) in which you have reserved.

**FOOD AND BEVERAGE:** Food and non-alcoholic beverages are allowed in camp. Lessee also understands they are responsible for all damages to the building, furnishing, and property. Lessee agrees to furnish a certificate of insurance of liability. Failure to comply with this rule may result in forfeiture of any future reservations and/or a penalty based on repair or cleaning costs.

**CATERERS:** Caterers must have proper licenses and liability insurance coverage. Girl Scouts of Central Indiana requires a copy of the Caterer's Certificate of Insurance for its files at least two weeks in advance of the catered event. Lessee or caterer must provide all supplies, paper good, serving pieces/utensils. Girl Scouts of Central Indiana use several caterers who may already be approved for usage.

**NO SMOKING:** Lessee acknowledges and agrees that smoking is prohibited in the Girl Scouts of Central Indiana facility at all times, and agrees to have its members, guests and invitees observe this policy.

**NON-PERMITTED ITEMS:** Lessee acknowledges that the following are not allowed in the Girl Scouts of Central Indiana facility at any time: firearms, alcohol, drugs, smoke machines, pyrotechnic devices, glitter, confetti, and unanchored helium balloons. Lessee further agrees not to bring onto the premises any material, substance, equipment or object which is likely to endanger the life of, cause bodily injury to, any person or property which is likely to constitute a hazard.

**COMPLIANCE:** Lessee agrees that their meeting or event will comply with all statutes, ordinances, rules and regulations issued by Federal, State and municipal governments, including all rules of the local police, fire department, and the Indiana Alcohol and Tobacco Commission.

**BUILDING SAFETY:** The Lessee will not admit attendees in excess of the seating capacity of any room or space nor admit a larger number of persons than can safely and freely move about in the rented areas. No portion of any passageway or exit shall be blocked or obstructed in any manner, and no exit door shall be locked, blocked or bolted while the facility is in use. All designated exits shall be maintained in such a manner as to be visible at all times.

**LICENSES & PAYMENTS:** Lessee agrees to obtain, collect, pay or deliver proper governmental agency or regulating authority, any and all license fees, permits, royalties and taxes required in connection with the use of the Girl Scouts of Central Indiana facilities, including but not limited to music licensing fees and appropriate state and local taxes.

**RIGHT OF ACCESS:** A Girl Scouts of Central Indiana representative may enter the premises at any time during the event.

**AMERICANS WITH DISABILITIES ACT:** Girl Scouts of Central Indiana shall be responsible for the permanent premises access accommodations, such as, but not limited to, wheelchair ramps, elevator standards, door width standards, and restroom availability. Lessee shall be responsible for non-permanent accessibility requirements, such as, but not limited to, auxiliary aids for the visually impaired, hearing impaired, mobility impaired, and meeting room seating arrangements.

**CONDUCT:** The conduct of outside vendors, program participants, and spectators while on Girl Scouts of Central Indiana property shall be the responsibility of the Lessee. Lessee also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property or artistic content on Girl Scouts of Central Indiana premises during the rental period, or resulting there from. Girl Scouts of Central Indiana retains the right to evict objectionable persons from the premises.

**INDEMNIFICATION:** Lessee shall indemnify, defend and save harmless Girl Scouts of Central Indiana, its Board of Trustees, officers, agents and employees from and against any and all loss, cost (including attorneys' fees), damage, expense and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act of neglect by Lessee, its agents, family, employees, contractors, licensees, invitees, representatives, in, or about the Girl Scouts of Central Indiana premises. This indemnity shall survive the termination of this Agreement. Lessee hereby releases Girl Scouts of Central Indiana from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.

**THEFT AND LOSS:** Girl Scouts of Central Indiana is not responsible for loss, theft or damage to items left unattended. Lessee understands that other groups may use the facilities during this rental period. Therefore, Lessee will take necessary precautions to protect its property and the property of its guests, attendees and contracted vendors.

The troop/group will assume full responsibility for any damage to building and property incurred while using council owned property.

By signing below, you agree to the terms.

Signature of Person in Charge \_\_\_\_\_

Position in Organization \_\_\_\_\_