

## PROPERTY RENTAL- FIVE EASY STEPS

Please follow the five easy steps below to rent one of our council properties:

1. **Council Troops/SU:**

Current Outdoor Module 1 is necessary for all overnights and day use; Modules 2 & 3 are required for a two night stay at camp. To avoid processing delays, validation of training should be submitted with Property Rental Application.

**All Groups:**

Current certification in first aid and CPR must be on file with Property Registration prior to your arrival at camp. A current first aid/CPR trained adult or medical professional must be present at all times with your troop or group. To avoid processing delays, validation of certification should be submitted with Property Rental Application.

2. Lodging and available recreations can be viewed from the “Rent a Camp” page links.

To make arrangements to tour a camp, contact Property Registration at 312-912-6371 for additional information.

3. Complete a Property Rental Application. A copy of the *Property Rental Application* can be downloaded from the “Rent a Camp” page link.

- To guarantee recreation scheduling, include your recreation selection when you submit your *Property Rental Application*.
- To prevent processing delays, include copies of first aid, CPR and outdoor training certification.
- Include the \$25 non-refundable application fee with your Property Rental Application. Failure to include this fee will delay processing your request.

Completed form can be e-mailed, faxed or mailed to:

Email: [property@girlscoutsgcnwi.org](mailto:property@girlscoutsgcnwi.org) (auto-reply receipt will be sent)

Fax: 312-750-0718

Mail: Girl Scouts GCNWI, 20 S. Clark, Ste 200, Chicago, IL 60603

Attn: Property Registration

With email requests only, an automated reply receipt will be forwarded.

4. The following process may take up to two (2) weeks to complete for GSGCNWI troops or no less than four (4) months prior to arrival date for Non-Profit-Other Groups.

- Availability will be verified and a confirmation sent via email.
  - The contract and other important information will be forwarded to the troop/group representative identified on the Property Rental Application.
- To secure your reservation and avoid cancellation, a signed copy of the *Site Use Agreement* and specified payment amount must be received by the date identified at the bottom of the *Reservation page* sent in your email packet.

- Credit Card payments may be made by phone. Credit card and check payments may be mailed. Cash, checks and credit card payments are accepted at any Gathering Place.

#### **5. All Groups:**

Final recreation participant numbers are required **30** days before arrival at camp.

Final payment is due **30** days prior to your arrival at camp.

- Billing adjustments will not be accommodated **30** days before arrival at camp.
- Reservations requested and secured less than 30 days before arrival at camp must have full payment enclosed.

#### **Non-Profit\_Other Groups:**

Certificates of Insurance (COI) are required for all out of council groups to use our properties.

COI requirements can be found on the *Sample Site Use Agreement for: Other Groups* found on our website.

Failure to return the appropriate COI **14** days before arrival at camp will result in cancellation of your reservation.

GSGCNWI troops will have first priority to rent our camp facilities. Groups outside of the council, non-profit groups and other groups may request available space at our camp properties no earlier than four (4) months before the desired usage date. Property Registration will be happy to answer any questions you may have and to check availability of dates. Phone: 312-912-6371 Email: [property@girlscoutsgcnwi.org](mailto:property@girlscoutsgcnwi.org).