

GSGCNWI SITE USE AGREEMENT

This site use agreement is required for approval of your request to reserve a site at any Girl Scouts of Greater Chicago and Northwest Indiana (GSGCNWI) property. This must be signed electronically by the troop/group leader at time of submitting the reservation request or returned within seven days of requesting a reservation.

The troop/group leader reserving the site agrees to the following:

1. Troop/group leader reserving the site agrees to be on site during the entire reservation time.
 - If an emergency requires the troop/group leader to leave the property, then another adult must be designated as a back-up person to be present on the property. The property manager or on-site GSGCNWI representative must be informed by phone.
2. Troop/group leader will provide all necessary supervision to prevent all personal injury or damage to property.
3. One adult has completed relevant outdoor trainings and GSGCNWI has a record of training completion.
4. One adult has completed First Aid & CPR training through an approved provider and GSGCNWI has a record of training certification.
 - Certification must be current through the entirety of the site reservation.
 - The certified adult must be on site for the entirety of the reservation.
5. At least two adults on site for the group should have a cell phone to use for contacting emergency services, property managers, and parents/guardians as needed. There are no phone lines in camp buildings.
6. In the event of an emergency while on the property, troop/group leader will immediately contact emergency services (911) for response. After contacting 911, troop/group leader will immediately notify the GSGCNWI property manager or GSGCNWI on-site representative by phone to report the emergency.
7. As soon as possible after an incident or emergency, but no longer than 24 hours, troop/group leader will submit a completed [Accident/Incident Report through the online form](#).
8. Troop/group leader will immediately report any damage to the property occurring while on site to the property manager or GSGCNWI representative by phone.
9. Before the troop/group arrives on site the following things are requested and/or reviewed with troop/group members and their families.
 - [Parental consent forms](#) for the activity including emergency medical information.
 - Health History ([Girl](#) and [Adult](#)) and [Administering Medication to a Minor](#) forms for each applicable troop/group member.
 - Communicate all rules and guidelines posted on the property or in the property guide, including expectations of arrival and departure.

10. Troop/group leaders must submit a complete [roster](#) of who is on site during check-in at the property to the property manager or GSGCNWI on-site representative.
- If at any time during the reservation members of the troop/group leave or return to the property, the property manager/GSGCNWI representative must be informed by phone.
11. GSGCNWI-facilitated recreation or program requests must be made at least 30 days prior to reservation. Requests are approved and scheduled based on instructor and site availability.
12. Cancellation and refund policy:
- Cancellations prior to 30 days of reservation date will receive a full refund minus a \$15.00 processing fee.
 - Cancellations between 30 – 15 days will be credited to troop account to be used for a rescheduled date.
 - Cancellations less than 15 days out will not be refunded.
13. If there are questions about a reservation or if a reservation needs to be cancelled, contact the property registrar at property@girlscoutsgcnwi.org

I have read and understand the site agreement and agree to follow.

Troop/Group Leader_____ **Date**_____