Girl Scouts of Southeastern Michigan

Girl Scout Service Center Facility Usage Form

GSSEM offers meeting space free of charge to all troops for meetings and events. Troops requesting space for those purposes must complete this form to reserve the space for the desired date and time.

GSSEM Facility Policies

- There must be at least two (2) unrelated, approved, adult volunteers at all meetings
- Swipe Cards are issued to Leader(s) only and are not to be shared with parents, girls, or any others to ensure the security of the Girl Scout Service Center
- Troops are responsible for all set-up and takedown of tables, chairs and other equipment used during the meeting/event. *Please note that the use of Girl Scout IT equipment is not permissible, including copy machines, televisions, projectors, etc.*
- It is the Responsibly of the Troop to clean all space used by the troop, including bathrooms, meeting rooms, and hallways
  - Cleaning supplies will be provided
  - Trash must be taken outside to the dumpster
  - GSSEM will bill the Troop via ACH sweep $30 per custodial hour for custodial responsibilities conducted by the GSSEM Council Staff. If the scope of the work requires outside janitorial services be brought in, these services will be charged at GSSEM cost by ACH sweep
- The Girl Scout Service Center will be left in the same condition or better. Troop Leaders must report any damage to GSSEM Council Staff
  - If damage does occur, troops may be responsible for replacement or repair costs
- GSSEM is not responsible for any damage to or loss of troops' personal property
- Conduct, which disturbs other meetings, staff, volunteers or customers, creates an unsafe environment, or misuse of the council owned facility or equipment may cause meeting privileges to be revoked
- Tag-alongs (children or siblings of troop members) are the responsibility of the troop and its members or parents. Activities must be provided for "Tags," and "Tags" must always be in designated locations with adult supervision
- RED (dark & bright-colored) beverages, liquids, and paints are prohibited in the rooms due to staining
- Smoking, Alcoholic beverages, controlled substances, and pets are prohibited on the premises

Acknowledgement

I have read the above policies and understand that failure to uphold these policies will result in my Troop's facility usage privileges being revoked.

Troop Leader 1 Name (Print)	Signature	Date
Troop Leader 2 Name (Print)	Signature	Date

Room Request Information

Troop Number: _____ Dates Requested: _____

Start Time: _____ End Time: _____

Reoccurrence: ☐ One Time ☐ Weekly ☐ Bi-Weekly ☐ Monthly

Day of Reoccurrence: _____

Purpose of facility usage: _____

Estimated Number of people using facility: _____

Service Center:

☐ **Camp Hawthorn Hollow: Environmental Discovery Center**
Troops will be able to rent either the "Space Science" or "Nature" side of the Environmental Discovery Center and it will include the patio/fire ring but NOT the axe throwing range. Coordination of dates and time will need to be handled with the Camp Team to ensure that there is not scheduling overlaps with Troop Camping weekends. Capacity of either side of the building is 30 people max.

☐ **Clinton Township:**
☐ Large Conference Room (70 people max) (This conference room is not available during Fall and Cookie Sales: November 6th – 14th, December 3rd – 7th, and February 1st – June 1st)
☐ Medium Conference Room (8 people max)
☐ Small Conference Room (4 people max)

☐ **Detroit:** ☐ Cabin (22 people max) ☐ Front Conference Room (10 people max)

☐ **Flint:** ☐ Conference Room (16 people max) ☐ Small Conference Room (6 people max) (The conference rooms are not available during Fall and Cookie Sales: November 6th – 14th, December 3rd – 7th, and February 1st – June 1st)

☐ **Southgate:** ☐ Conference Room (10 people max) (This conference room is not available during Fall and Cookie Sales: November 6th – 14th, December 3rd – 7th, and February 1st – June 1st)

☐ **White Lake:** ☐ Conference Room (30 people max) ☐ Outside Space (Use of the outside fire pit is not allowed)

Program Level Served: ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador ☐ Multi-Level

Key Card Needed: ☐ Yes (2 card limit per troop) ☐ No

Date Submitted: _____

☐ Approved ☐ Not Approved

Swipe Card: _____

GSSEM Representative: _____