



# Troop Resource Reservation Form

Leader/Advisor Name: \_\_\_\_\_ Troop #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Email: \_\_\_\_\_

Girl Scout Level (please circle all that apply): d b j c s a Number of girls using the Troop Resource: \_\_\_\_\_

Girl Scout Service Center pick-up location: \_\_\_\_\_

### Troop Resources Rental Details

- Troop Supply (deposit of \$5 per item) 2 business days rental  
(Bridges, American and Council Flags)
- Troop Supply (deposit of \$5 per item) 1 week rental  
(all other troop supplies)
- Program Kit (deposit varies per kit) 2 week rental
- Girl Scout Makers Kits (deposit of \$30 per kit) 30 days rental
  - Only 1 Kit per troop per 30 day period

### Troop Resource Being Reserved

### Pick Up Date

### Due Date

<u>Troop Resource Being Reserved</u>	<u>Pick Up Date</u>	<u>Due Date</u>

### Deposit

Total Deposit: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_ Cash \_\_\_\_\_ Check (# \_\_\_\_\_) \_\_\_\_\_ Debit /Credit Card

Debit /Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_

### (Please Read and Initial)

\_\_\_\_\_ A \$25 late fee will be charged to my debit /credit card if the Troop Resource (s) is returned after the due date without prior approval from the Girl Scout Service Center shop. In the event the resource is returned late the deposit will be forfeited.

\_\_\_\_\_ If a Troop Resource is not returned or is returned in damaged condition, the renter is liable for replacement or repair.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Girl Scout office use only

Items returned on: \_\_\_\_\_ Deposit returned on: \_\_\_\_\_ Late fee charged: yes no

Items needing repair or lost: \_\_\_\_\_ Replacement fee charged: yes no

Girl Scout Service Center: \_\_\_\_\_ Shop Associate: \_\_\_\_\_