



Girl Scouts®

Girl Scouts of Northern California
 Greater Bay Area Office
 1310 S. Bascom Avenue
 San Jose, Ca 95128
 T (408) 287-4170 (800) 447-4475 ext 2091
 F (408) 287-8025
 www.GirlScoutsNorCal.org
 Property @girlscoutsnorcal.org

Property Reservation Form

Please note: we only take property reservation requests submitted on this form via mail, email or fax. We cannot guarantee availability over the phone. For all other questions: call (408) 287-4170 extension 2091 or email Property@girlscoutsnorcal.org

Instructions:

Complete the appropriate section and return to the San Jose Office. If the date you request is available, a reservation agreement and invoice will be emailed or mailed to you. You will be notified if the date is not available.

Type of Rental Group:

- Council/Training Service Unit Troop/Group Out-of-Council GS/Non-Profit

In-Council Group

Service Unit	Troop #	Type of Activity	
Anticipated Attendance:		# of Girl Scouts	# of Registered Adults # of Non-Girl Scouts
Person in Charge of Activity		Telephone (Day)	
Address		Cell Phone	
City/State/Zip		Email Address	
Assistant in Charge of Activity		Telephone (Day)	
Email Address		Cell Phone	
Names of Certified People Required for Event (Troop Camping, BIO, First Aid, Cook, Lifeguard, etc)			

Out-of-Council Girl Scout / Non-Profit Group

Anticipated Attendance: _____
 # of Youth # of Adults Type of Activity

Person in Charge of Activity	Name of Organization	
Address	Telephone (Day)	Cell Phone
City/State/Zip	Email Address	
Assistant in Charge of Activity	Telephone (Day)	
Email Address	Cell Phone	

Property Site**Dates Requested**

**Please indicate if for Day use, Night use, or Night&Day use

First Choice Site

Start Date

End Date

Second Choice Site

Start Date

End Date

Third Choice Site

Start Date

End Date

For each site, please mark all facilities desired. Capacities (overnight listed) are noted:**Arequipa****

- Arequipa House - 24
 Redwood Glen, picnic - 80
 Buckeye, tents - 22
 Entire Site - 46

Bothin

- Little House - 39
 Manor House - 45
 Lyman Hall - 36
 Stone House - 40
 Bush Shelter - 22
 Baytree, tents - 24
 Dining Hall - 225 seating
 Kitchen with Dining Hall***
 Entire Site - 206

Bothin Organic Garden

- Organic Garden

Bothin Ropes Course****

- Ropes Course

Butano Creek

- Laurel Canyon - 34
 Redwood - 25
 Penny Royal - 25
 Sequoia Cabin - 25
 Toyon, tents - 30
 Huckleberry - 24
 Dining Hall - 150 seating
 Kitchen with Dining Hall***
 Entire Site - 163

Hidden Falls

- House of Friendship - 30
 Laurel - 28
 Madrone - 28
 Redwood - 28
 Sequoia - 14

Hayward Cabin**

- Cabin - 30

Lou Henry Hoover**

- Cabin - 30

Rainbow's End**

- House only - 40
 Craft pavilion with fire pit - 25
 Theater pavilion - 25
 Entire site - 100

A Girl's Place**

- Napa Room - 15
 Solano - 10

Cordelia**

- Outdoor Unit - 100

Skylark Ranch

- Pajarita, tents - 28
 Cardinal, tents - 28 *
 Meadowlark, tents - 28
 Starling, tents - 34
 Flicker, tents - 28 *
 Chickadee, tents - 28
 Toby's Meadow - 18
 Outpost - 18
 Overflow area - 16
 Dining Hall - 200 seating
 Kitchen with Dining Hall***
 Showers
 Health Center - 6

Skylark Ranch Ropes Course****

- Ropes Course

Twin Canyon**

- Cabin / Shelter - 25
 Ant, tents - 16
 Bay, tents - 16
 Beetle, tents - 16
 Buckeye, tents - 16
 Cricket, tents - 16
 Maple, Picnic - 12
 Oak, Picnic - 12
 Toyon, Picnic - 12
 Hive, Meeting - 40
 Entire Site - 90

* Up to 12 people in private tents in these units may be added to each of these capacities.

**Beginning January 1, 2012 these sites are available for Day Use, Single Night Use, and Night & Day Combo Use.

*** Kitchen can only be used by groups with a cook who has taken Council Cook's Training and knows how to use the equipment. Contact the Council Office for more information and a list of cooks.

**** Please include your course selection and preferred time.

NOTE: For water activities a certified Lifeguard must be used. Certification of Lifeguard will be checked by the Ranger on site.