



Girl Scouts.

**Campsite Reservation Request**

Beginning Reservations For The Upcoming Seasons Are As Follows:  
 September 15<sup>th</sup> – for April thru August requests  
 May 15<sup>th</sup> – for September thru March requests

- ◆ **Complete this form in its entirety and return it with the required usage fee (see Site Usage Fee Schedule, form P-21) and a Troop Trip Application (form P-14).**
- ◆ If you plan to swim, boat, canoe, use challenge course, or do archery, you need GSHNC approval - complete a Facilitated Program/Equipment Reservation Form (P-19A).
- ◆ **If keys are not returned within 2 weeks of the departure date, the leader will be charged a \$25 replacement fee.**
- ◆ Additional charges may apply for damaged property.
- ◆ **Usage fee is non refundable unless cancellation is received 4 weeks in advance. If a refund is due, a 25% processing charge will apply.**
- ◆ A confirmation will be sent upon processing of this form.
- ◆ **Leaders are required to adhere to SAFETY WISE standards, GSHNC guidelines and volunteer policies.**

Name: \_\_\_\_\_ Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Service Unit: \_\_\_\_\_ Troop#: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**Facilities:** Choose (3) in order of preference. For descriptions, please refer to the "Campsite Property Booklet" or to our website at [www.hngirlscouts.org](http://www.hngirlscouts.org). Facilities will be assigned according to size of group. Note: You may be sharing a site. Maximum number of accommodations is shown in parenthesis.

**Holly Hut**

- \_\_\_ Holly Hut Lodge (25)
- \_\_\_ 6 Cabins (48)
- \_\_\_ 4 Cabins (24)
- \_\_\_ 2 Cabins (16)

**Oak Springs**

- \_\_\_ \*Tent Camping (20)
  - \_\_\_ \*The Coop (20)
  - \_\_\_ \*The Lodge/Shelter (15)
- \*Larger groups can be accommodated with the addition of port-a-potties (call for pricing)

**Occoneechee**

- \_\_\_ Assistant Director's Cabin (2)
- \_\_\_ Cherokee Cabins (29)
- \_\_\_ CIT Cabin (18)
- \_\_\_ Cook's Cabin (10)
- \_\_\_ Echowee Cabins (37)
- \_\_\_ Etowah Cabin A (24)
- \_\_\_ Etowah Cabin B (24)
- \_\_\_ Gabbin Cabin (20)
- \_\_\_ Ivy Inn/Kitchen (Seats 165)
- \_\_\_ Name of Trained Cook: \_\_\_\_\_
- \_\_\_ 'Lil Cabin (6)
- \_\_\_ Merry Mill (craft center)
- \_\_\_ Oconaluftee (Cabins) (37)
- \_\_\_ Pavilion (activity center)
- \_\_\_ Putsy Dunn Cabin (10)
- \_\_\_ Wahi (Adirondacks) (38)
- \_\_\_ Wakatomika (Cabins) (36)

**POD Village**

- \_\_\_ Arena
- \_\_\_ Pod 1 (15)
- \_\_\_ Pod 2 (15)
- \_\_\_ Pod 3 (15)
- \_\_\_ Pod 5 (25)

**Tarheelia**

- \_\_\_ Deer Run (Tents) (36)
- \_\_\_ Naomi's Lodge (25)
- \_\_\_ Owl's Roost (Screened Cabins) (30)
- \_\_\_ Wind Tunnel (Primitive) (30)

**Choice of Dates:**      1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Arrival Time: \_\_\_\_\_ am/pm    Departure Time: \_\_\_\_\_ am/pm

**Number Expected:** \_\_\_ Women \_\_\_ Men \_\_\_ Daisy \_\_\_ Brownie \_\_\_ Junior \_\_\_ Cadette \_\_\_ Senior \_\_\_ Ambassador \_\_\_ Tag-a-longs

Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

\_\_\_ **You are confirmed in** \_\_\_\_\_

\_\_\_ **Reservation not confirmed. REASON:** \_\_\_\_\_

<b>For office use only</b>	___ 1 <sup>st</sup> notification sent, Date _____ Sent by: mail/email	___ Usage Report Returned
Fees Paid: \$ _____ Method: _____	___ Confirmation packet mailed, Date _____ Confirmation packet includes Usage Report, Property Checkout List, Campsite Guidelines, Fact Sheets and Keys/Code (Holly Hut, Oak Springs and POD Village)	___ Keys Returned
	___ Key Sent, Key #: _____ ___ Code Sent, Code #: _____	___ Deposit Returned to leader
		___ Deposit Withheld Reason: _____

GSHNC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_