



Campsite Reservation Request

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

- ◆ **Complete this form in its entirety and return it with the required deposit, usage fee (see Site Usage Fee Schedule) and if applicable a Troop Trip Application.** (Deposit is refundable once property keys are returned to the Council Office (if applicable) and upon final property inspection by site ranger. Check will be shredded upon clean inspection.)
- ◆ If you plan to swim, boat, canoe, use challenge course, or do archery, you need GSHNC approval - complete a Facilitated Program/Equipment Reservation Form.
- ◆ 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 all safety standards (see the Volunteer Essentials manual and online Safety Activity Checkpoints), 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 visit our website at www.hngirlscouts.org; click on the Troop Leaders tab at the bottom of the page and enter the username & password (to obtain the username & password call Customer Service at 704-731-6500). Facilities will be assigned according to size of group.

Note: You may be sharing a unit and/or common use facilities. Maximum number of occupants is shown in parenthesis.

Oak Springs

- ___ Eagle Mills Cabin 1 (8)
- ___ Eagle Mills Cabin 2 (16)
- ___ Eagle Mills Cabin 3 (16)
- ___ Eagle Mills Cabin 4 (16)
- ___ Eagle Mills Cabin 5 (16)
- ___ Eagle Mills Cabin 6 (8)
- ___ Union Grove Cabin 1 (8)
- ___ Union Grove Cabin 2 (16)
- ___ Union Grove Cabin 3 (16)
- ___ Union Grove Cabin 4 (16)
- ___ Union Grove Cabin 5 (16)
- ___ Union Grove Cabin 6 (8)
- ___ *Tent Camping (20)
- ___ *The Lodge/Shelter (15)
- ___ Day Use

POD Village

- ___ Arena
- ___ Pod 1 (15)
- ___ Pod 2 (15)
- ___ Pod 3 (15)
- ___ Pod 5 (25)
- ___ Day Use

Holly Hut

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

Tarheelia

- ___ Deer Run (Tent Camping) (30)
- ___ Naomi's Lodge (25)
- ___ Owl's Roost (Screened Cabins) (30)
- ___ Wind Tunnel (Tent Camping) (30)
- ___ Day Use

Catawbow

- ___ Day Use

*Larger groups can be accommodated with the addition of port-a-potties (call for pricing)

Choice of Dates: **1st** _____ **2nd** _____ **3rd** _____
 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:** _____

For office use only	___ 1 st 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: _____