



Girl Scouts of New Mexico Trails rents the volunteer wing of the program/service center to all Girl Scouts for various activities:

- Troop Meetings
- Service Unit Meetings
- Bridging Events
- Day Camps
- Troop Sleepovers
- Special Interest Groups

The following is a list of rooms for use. The rooms were named after the four Girl Scout World Centers. (The Cabana is located in Mexico, Chalet is in the Swiss Alps, Pax is in London and Sangham is in India.) There is a full size kitchen with two refrigerators, two stoves/ovens, two sinks, a microwave and a coffee pot. Few kitchen items such as pots, pans, utensils, plate, bowls and spices are available. We are always looking for kitchen item donations. There are bathrooms with showers (Men and Women) and a huge backyard for campfires or camping under the stars!

ROOM NAME	# of People per set-up			
	Classroom	Hollow square	Sleepover	Reception
*Boardroom 868 sq.ft.	25	35	50	40
Sangham (no carpet) 346 sq.ft.	12	8	12	15
Chalet	LEGO Room Only			
Cabana 206 sq.ft	10	6	8	10
Backyard	N/A	N/A	100	250

These per person accommodations are an estimate. Ultimately, other items factor into the total number of people in each room -- items such tables, audiovisual equipment and chairs. The council can discuss these options with you to accommodate your group into the most compatible space available.

***Carpet in the Boardroom has been recently replaced. No food or drink is allowed in the Boardroom.**

To check availability, please call the office at 505-343-1040. Once availability had been determined, please complete the building usage form to reserve space.



This form is to be completed by troops/groups who wish to use the Girl Scout Program/Service Center for meetings, events or overnights. I understand our troop/group will be charged the fee below for our type of center usage. Our troop/group intends to use the Girl Scout Program/Service Center for:

- Troop Meeting (one day/90 minutes) – \$15 Annual Fee plus \$30 refundable deposit per room.
- Day camp or Service Unit Event (2 or more consecutive days) -- \$25 per day
- Troop/group sleepover (Check-in 5 PM & Check-out 10 AM) -- \$2 per person fee
- Non-Girl Scout Group -- \$25 per day per room fee

NAME				TROOP #	
MAILING ADDRESS					
CITY		STATE		ZIP	
PHONE NUMBER			EMAIL		
ARRIVAL DAY/DATE			DEPARTURE DAY/DATE		
ARRIVAL TIME		DEPARTURE TIME		ROOM REQUESTED	

*The preferred room will be authorized if it is not already in use. You will be notified in a timely manner as to the room availability.

I agree to pay the Girl Scouts of New Mexico Trails, Inc. (GSNMT) all applicable fees including the \$30 refundable deposit. Upon inspection by the GSNMT, if the room(s) used is clean and table/chairs are placed in the positions specified, any applicable deposit will be returned to us. Troop/Group verifies **ALL** attendees are registered Girl Scout members. Non-members, must pay for additional insurance to attend Girl Scout group functions.

Signature of Troop Leader/Contact

Date

Check # _____ received on _____ By: _____ or Credit Card # _____ Exp Date _____

Please mail check to above address

Please shred check/card info

Key Issued _____ Staff Initials _____ Date _____ Deposit Returned/Shredded on _____ By: _____

Fees cover cleaning supplies, utilities and building maintenance.

Please complete and attach applicable fees/deposit. Mail or drop off form no later than two (2) weeks prior to arrival date:

Girl Scouts of New Mexico Trails, Inc. ~ 4000 Jefferson Plaza NE ~ Albuquerque ~ NM ~ 87109

Phone (505) 343-1040 Fax (505) 343-1050 www.nmgirlscouts.org

List Names of Registered Girl Scout Attendees

Registration Verified

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Check-Out List

- Clean Kitchen. Please do not leave food refrigerator.
- Sweep Kitchen Floor
- Vacuum or Sweep Meeting Rooms
- Sweep Bathroom floor
- Wipe Bathroom Counters
- Take out Trash (Trash bin in located on the south side of the building)
- Turn off all lights
- Close All Windows
- Close All Meeting Room Doors
- Lock all external doors (Backyard door near the bathrooms, Backyard double-doors near the front reception area and Front Doors)
- Turn in comment card with keys in the key box
- Turn on the alarm ONLY if the yellow sign on the Administration's Door says CLOSED

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Comments

Troop #		Name		Phone	