



Site Reservation & Program Request Form

INSTRUCTIONS:

- FORMS MUST BE SUBMITTED AT LEAST ONE MONTH IN ADVANCE OF YOUR DESIRED RESERVATION DATE.*
- An individual form must be completed for each reservation request date.
- All persons completing this form MUST fully complete SECTION 1.
- To reserve a location and do your own programming (no staff-led programming), complete SECTION TWO.
- To reserve a location AND request staff-led programming* during that time, complete SECTION THREE.
- Email your completed form to info@girlscoutshs.org.
- You will be contacted to confirm or discuss any scheduling conflicts.
- Payment for services will be due immediately upon confirmation of your reservation.

**Requests for programming must be made at least one month in advance. Please keep in mind that this is a request. Every effort will be made to secure an instructor for your program. Only troops or groups reserving the Possibility Place are eligible to request these Programs.*

SECTION 1: REQUIRED FOR ALL REGISTRANTS

Note: All participants must bring a completed [Health History Form](#) to participate.

Group Information:

Service Unit/Group Name _____ Service Unit/Troop Number _____

Contact Name: _____

First

Middle

Last

Mailing Address: _____

Street/P.O. Box

City

State

Zip Code

Day Phone (____) _____ Night Phone (____) _____ Cell Phone (____) _____

Email Address: _____

Participant Information:

Indicate the number of program participants in each grade level. If adults are participating, please include them in your numbers.

D ____ B ____ J ____ C ____ S ____ A ____ Adults ____

Does your group have any participants with special needs? Yes No

If yes, please explain special needs briefly so we may better serve your group. _____

SECTION 2: FOR SIMPLE LOCATION RESERVATION REQUEST (NO STAFF-LED PROGRAMMING)

Check your location of choice and fill-in your preferred date & times then proceed to SECTION 4.

All locations are available for individual troop reservation weekdays until 7:00 PM and Saturdays from 9:00 AM - 12:00 PM. The Jackson and Tupelo locations are also available for weekend overnight stays.

MEMPHIS LOCATION
825 Valleybook Drive
Memphis, TN 38139

JACKSON LOCATION
1007 Old Humbolt Road
Jackson, TN 38305

TUPELO LOCATION
1140 West Main Street
Tupelo, MS 38801

\$25 per single day use (All Locations)

Requested Date: _____

Preferred Arrival Time: _____

Preferred Departure Time: _____

\$50 per overnight stay (Jackson & Tupelo ONLY)

Requested Arrival Date: _____

Requested Departure Date: _____

Preferred Arrival Time: _____

Preferred Departure Time: _____

SECTION 3: FOR LOCATION RESERVATION REQUEST WITH STAFF-LED PROGRAMMING

1. Check your location of choice and fill-in your preferred date & times then proceed to #2 on the following page.

All locations are available for individual troop reservation weekdays until 7:00 PM and Saturdays from 9:00 AM - 12:00 PM. The Jackson and Tupelo locations are also available for weekend overnight stays.

MEMPHIS LOCATION
825 Valleybook Drive
Memphis, TN 38139

JACKSON LOCATION
1007 Old Humbolt Road
Jackson, TN 38305

TUPELO LOCATION
1140 West Main Street
Tupelo, MS 38801

Single Day Use (All Locations)

Program Fees Only *Calculated on page 3.*

Requested Date: _____

Preferred Arrival Time: _____

Preferred Departure Time: _____

Overnight Use (Jackson & Tupelo ONLY)

\$50 + Program Fees *Calculated on page 3.*

Requested Arrival Date: _____

Requested Departure Date: _____

Preferred Arrival Time: _____

Preferred Departure Time: _____

2. Complete the table below to choose your requested program category/categories and determine your final reservation fee.

- Weeknight (including Friday) programs are limited to one program category choice.
- Saturday programs are limited to two program category choices.
- Overnight stays may choose up to three program categories.
- GSHS Program Staff will contact you regarding the exact start and end times of your chosen program(s) and to discuss the specific badge requirements that will be covered in your session(s).

Program Category	Min/Max Girls per day	Choose Grade Level	Fee Per Girl	No. of Girls	Instructor Fee Per Day	No. of Days	Subtotal
Badge Lab - Life Skills	6/24	<input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A	\$5		\$25		\$
Makerspace	6/16	<input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A	\$5		\$25		\$
Outdoor Explore	6/24	<input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A	\$5		\$25		\$
Art Space	6/24	<input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A	\$5		\$25		\$
Coding Corner	6/15	<input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A	\$5		\$25		\$
Program Only Fee Total							\$
Enter \$50.00 for Overnight Stay							\$
Overnight Stay Fee Total							\$

SECTION 4: SUBMIT YOUR RESERVATION REQUEST

E-mail your completed form to info@girlscoutshs.org. A member of our council Program staff will contact you within 2 business days regarding your request.

Questions? Contact info@girlscoutshs.org and one of our council Program staff will be happy to assist you!

Thank you for reserving your troop’s experience at

