

# Laredo Girl Scout Service Center Rental Fees



## Day/Overnight Information

\$50.00 Deposit

*(must be sent in with reservation form and is refundable upon check-out)*

Contact the Laredo Service Center offices to make arrangements to pick up a Key Packet. This packet will include keys for the program center, a cleaning check-list, and an attendance form. Once your event/meeting is over, you must make arrangements to turn in your complete Key Packet to the office staff at the Laredo Service Center the next business day between the business hours of 9am-5pm for refund of deposit. Deposit may not be refunded if there are any damages to the property due to negligence.

The Laredo Service Center has 2 meeting rooms that can be set up for group meetings, events, overnights that accommodate up to 30 (training room) and 100 (great room) people. Also available is a full kitchen and outside auditorium.

Rental fees are listed below for groups up to 100 people. If you have more than 100 people you will need to contact the Laredo Service Center office for additional per person fees.

## Day Use Rental Fees:

\$100 per day rental fee for up to 100 people. (1-5 hour rental)

If rental exceeds the 5 hours, there will be an additional \$10 fee incurred per hour thereafter.

Check below which areas you will be utilizing:

\_\_\_\_\_ Great Room (table/chairs available)

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Training Room (smaller area but also has tables/chairs available)

\_\_\_\_\_ Outdoor area

Overnight Use Rental Fees:

\$200 overnight rental fee for up to 130 people. (8-10 Hour rental)

If rental exceeds 10 hours, there will be an additional \$10 fee incurred per hour thereafter.

Check below which areas you will be utilizing:

\_\_\_\_\_ Great Room (table/chairs available)

(will need to bring your own sleeping bags and/or cots)

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Training Room (smaller area but also has tables/chairs available)

(will need to bring your own sleeping bags and/or cots)

\_\_\_\_\_ Outdoor area / yard

(For more specific information on accommodations contact the Laredo Service Center office and they will assist you. \*The Service Center has a 130 person capacity.)

Guidelines:

**INSURANCE AND LIABILITY MUST BE SUBMITTED BEFORE EVENT RENTAL.**

- No smoking in or around the premises. Reminder: Girl Scout groups must observe the policy on not smoking in the presence of girls.
- Thermostat should not be set below 75 degrees when occupied...when departing the premises the thermostat should be moved back to 80 degrees.
- All trash is to be disposed of at the dumpster located on the premises.
- It is vital that you use good sanitary conditions when working in the kitchen with any food preparations.
- Personal possessions are the responsibility of the owner. Girl Scouts of Greater South Texas will not be responsible for any lost, broken or stolen items while at the Service Center.
- Comply with check-out procedures and submit complete Key Packet to the Program Center no later than specified on rental agreement.
- Leave the Service Center better than I found it when I arrived.

I understand that I am responsible for ensuring that attendees comply with the guidelines set forth on this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_