

**Girl Scouts of Greater South Texas**

**Victoria Program Center  
Reservation Packet**



**Girl Scouts®**

**Girl Scouts of Greater South Texas  
Victoria Program Center Reservation Form**

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Please complete and return to the following address:  
GSGST Victoria Service Center  
104 W. River  
Victoria, TX 77901

Reservations must be submitted to the Victoria Service Center at least 4 weeks prior to your reservation date. All reservations are on a first come-first served basis. You will receive confirmation of your reservations by mail or email. Please do not make plans until you have received your confirmation. Reservations will not be booked without a deposit. You must mail your deposit with this form to the address listed above. **Cancellations** must be submitted to the Victoria Service Center office staff no later than two weeks prior to scheduled date or your rental fees and deposit will not be refunded. Any questions regarding reservations you may contact the Victoria Service Center at 1-800-865-3069.

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Volunteer/Leader's Name \_\_\_\_\_

Troop # \_\_\_\_\_ Grade Level \_\_\_\_\_

Or

Service Unit/Group \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Arrival Time: Day \_\_\_\_\_ Time \_\_\_\_\_

Departure Time: Day \_\_\_\_\_ Time \_\_\_\_\_

Numbers expected by category:

Registered Adults \_\_\_\_\_ Non-Registered Adults \_\_\_\_\_

Registered Girls \_\_\_\_\_ Non-Registered Girls \_\_\_\_\_

Total Expected Attendees: \_\_\_\_\_

Name of Adult who is First Aid/CPR Certified: \_\_\_\_\_  
(include a copy of the certification card)

If backyard camping is going to take place during your stay at the Program Center please complete the following:

Name of Adult Volunteer who has their Troop Camp Consultant Training: (attach copy of training card)

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**Victoria Program Center  
Rental Fees  
Day/Overnight Information**

\$50.00 Deposit

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

Contact the Victoria 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 Victoria 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 Program Center has 2 meeting rooms that can be set up for group meetings, events, overnights that accommodate up to 25 people. Also available is a kitchen w/a microwave and an outdoor area. There is one full bath available inside the Program Center that is handicap accessible and a separate ½ bath that is only accessible from the outside of the building. *(Troops/groups will need to bring their own cots and/or sleeping bag accommodations for overnight rentals.)*

Rental fees are listed below for troops/groups up to 25 people. *If you have more than 25 people you will need to contact the Victoria Service Center office for additional per person fees.*

**Day Use Rental Fees:**

\$25 per day rental fee for up to 25 people. (1-5 hour rental)

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

Check below which areas you will be utilizing:

\_\_\_\_\_ Main Meeting Room (table/chairs available)

\_\_\_\_\_ Kitchen (dishes available for use / microwave)  
(currently no refrigerator or stove available)

\_\_\_\_\_ Meeting Room #2 (smaller area but also has tables/chairs available)

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

**Overnight Use Rental Fees:**

\$50 per overnight rental fee for up to 25 people.

Check below which areas you will be utilizing:

\_\_\_\_\_ Main Meeting Room (table/chairs available)  
(will need to bring your own sleeping bags and/or cots)

\_\_\_\_\_ Kitchen (dishes available for use / microwave)  
(no refrigerator or stove available)

\_\_\_\_\_ Meeting Room #2 (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 Program Center office and they will assist you. \*The Program Center has a 25 person capacity.)*

**Guidelines:**

- No smoking in or around the premises. Reminder that 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 Program Center.

As the Leader I agree to:

- Acquire permission forms from each girl's parent/guardian.
- Agree to abide by all guidelines for troop trips and/or overnights set forth in GSGST council policies and Safety-Wise.
- Be accompanied by an adult who is First Aid/CPR certified. A medical doctor or nurse is an acceptable alternative. Please attach proof.
- Comply with check-out procedures and submit complete Key Packet to the Program Center no later than specified on rental agreement.
- ***Leave the Program Center better than I found it when I arrived.***

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

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

OFFICE USE ONLY: Date rec'd \_\_\_\_\_ Fees paid \_\_\_\_\_ Conf'd \_\_\_\_\_

Office personnel: Please fill in date, amount of payment received, and your initials, and fax with all accompanying documents to the Victoria Service Center: Fax # 361-579-0988 . Thank you.