



Girl Scouts of the Missouri Heartland, Inc.
Service Center Reservation
Jefferson City

This form must be submitted for day use of the Jefferson City Service Center at least four weeks prior to the event. Upon approval of your reservation application, a confirmation packet verifying rooms and date(s) will be mailed to you.

Reservation Information

Date of Reservation Request _____ Troop # _____ or Service Unit # _____

Contact Person _____ Evening Phone _____

Day Phone _____ Cell Phone _____ E-Mail _____

Address _____

City _____ State _____ ZIP _____ County _____

Program Age Level: Girl Scout Daisy Girl Scout Brownie Girl Scout Junior
 Girl Scout Cadette Girl Scout Senior Girl Scout Ambassador Adult

Event Information

Number of: Girls _____ Adults _____

Name of emergency contact *who will not be on site* _____

Troop position _____ Home Phone _____ Cell Phone _____

Address _____

Sites/Facilities

There is no fee for Girl Scout Troop or Service Unit usage. Please check the facilities that you would like to reserve.

Conference Room

Facility Reservation Information *(Please fill in your first and second choice for facility reservation.)*

1. Arrival Day/Time _____ Departure Day/Time _____

2. Arrival Day/Time _____ Departure Day/Time _____

This form must be submitted at least four weeks prior to your desired reservation date. Forms may be brought or faxed the Jefferson City Service Center:

*Girl Scouts of the Missouri Heartland
 Attn: Receptionist/Retail Clerk
 230 Metro Drive
 Jefferson City, MO 65109*

Fax 417-862-4120

Girl Scouts of the Missouri Heartland, Inc.

T 877-312-4764 • F 417-862-4120 • www.girlscoutsmoheartland.org • gscouts@girlscoutsmoheartland.org

