



Girl Scouts of the Missouri Heartland, Inc.  
**Service Center Reservation**  
**Springfield**

*This form must be submitted for day use of the Springfield 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.*

Training Room/Kitchen     Board Room (**council approval only**)

**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 Springfield Administrative Service Center:*

Girl Scouts of the Missouri Heartland  
 Attn: Receptionist/Retail Clerk  
 210 S. Ingram Mill Road  
 Springfield, MO 65802

Fax 417-862-4120

**Girl Scouts of the Missouri Heartland, Inc.**

T 877-312-4764 • F 417-862-4120 • [www.girlscoutsmoheartland.org](http://www.girlscoutsmoheartland.org) • [gscouts@girlscoutsmoheartland.org](mailto:gscouts@girlscoutsmoheartland.org)

