



**GSBDC Girl Scout & Volunteer Resource Center  
Meeting Space Reservation Request Form**

Please complete this form and send to:

Girl Scouts of Black Diamond Council • 321 Virginia Street, E. • Charleston, WV 25302  
304.345.7722 [p] • 304.345-6427 [f] • E-mail: [sandie.burdette@bdgsc.org](mailto:sandie.burdette@bdgsc.org) or [joe.whittington@bdgsc.org](mailto:joe.whittington@bdgsc.org)

Meeting rooms are open for your set-up at 8:45 am and are closed by 4:30 pm Monday through Friday.  
Half-Day or Full-Day rentals available. Discounted rate for Non-Profit Organizations.  
*(Please contact us to check if a meeting can be held at other times.)*

**The Bernard McDonough Small Conference Room:** Seats 12 – 20; tables/chairs arranged in various styles (roundtable, classroom, etc.). **Rate:** \$50 Half Day/\$100 Full Day **Non-Profit Rate:** \$25 Half Day/\$50 Full Day

**The Juliette Gordon Low Large Conference Room/Board Room:** Seats 24, formal board style w/ tabletop connections. **Rate:** \$150 Half Day/\$300 Full Day **Non-Profit Rate:** \$75 Half Day/\$150 Full Day

**GSBDC Multipurpose Training Room:** Seating for 75 Classroom style w/ additional capabilities for up to 100. **Rate:** \$200 Half Day/\$350 Full Day **Non-Profit Rate:** \$125 Half Day/\$200 Full Day

**Capital Campaign Donors:** Rental rates will be waived for any Individual or Corporation who contributes a minimum of \$25,000 to the GSBDC Capital Campaign. Advance notice is required; based upon availability.

Today's date: \_\_\_\_\_

Organization Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Reservation Request:** Complete the following information for your meeting request(s).

Meeting Day & Date (i.e., Friday, Feb 14, 2014)	Times Incl. Set-up & clean-up	Total Hours	Number Of Expected Attendees	Requested Room	Half or Full Day Rate	Total Cost

**Brief Meeting Description:**

**IMPORTANT!** Any group not affiliated with GSBDC must provide a Certificate of Liability Insurance showing Girl Scouts of Black Diamond Council (GSBDC) as an additional named insured and certificate holder. Minimum coverage of \$1 million is required. **Alcohol is prohibited if minors will be present. To serve alcohol, prior authorization must be obtained by contact Beth Casey, CEO at (304) 553-7028 or [beth.casey@bdgsc.org](mailto:beth.casey@bdgsc.org)**

**Options:** Check the appropriate box(es) if you require any of the following amenities for your meeting:

- Wi-Fi access   
  Teleconference access   
  Podium   
  DVD Player   
  Easels   
  Dry Erase Markers  
 Kitchen Access   
  Coffee Pot   
  Other: \_\_\_\_\_

You will receive an e-mail confirmation upon completion of this form & approval of your request.

*Thank you for bringing your group to the GSBDC Girl Scout & Volunteer Resource Center!*