



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, West • Charleston, WV 25302
304.345.7722 [p] • 304.345-6427 [f] • E-mail: 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 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 contacting Beth Casey, CEO at (304) 345-7722 or 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!