



## 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](mailto:joe.whittington@bdgsc.org)

Flexible scheduling is available for facility rentals.

Please contact Girl Scouts of Black Diamond Council for more information.

Half-Day or Full-Day rentals available. Discounted rate for Non-Profit Organizations.

**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 70 Classroom style.

**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:**

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**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](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    ☐ Easels    ☐ Dry Erase Markers

☐ Kitchen Access    ☐ 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!***