



Equipment Reservation Form

Office Use Only

Sec. Deposit \$ _____ Confirm Date _____
 Rental amount \$ _____ Total fees due \$ _____
 Receipt # _____ Canceled date: _____

Today's date: _____ Pick-Up Date: _____ Return Date: _____

Name: _____ Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____ Troop #: _____

All deposits must be submitted at the same time as the request in order to reserve the gear and payments for rental are due on the pick up date. The deposit will be given back upon gear return. Payments by cash or check are the preferred methods of payment. Please make checks for deposit and rental fees payable to "Girl Scouts of Central Texas." Deposit amount will not exceed \$250. If five or more of any one type of item is needed, it will be available to rent for the discounted group rental rate. All rentals under five of one type of item do not qualify for the group rental rate, even if more than five different items are rented. Please contact outdoors@gscctx.org for any questions concerning the rental form.

Please fill out the sheet below:							
Item	Quantity Requested	Per Item Rates (Less than 5)		Group Rental Rate (5 or more)		Total deposit:	Total fee:
		Deposit per item	Rental fee per item	Deposit	Rental Fee		
Tent		\$20.00	\$10.00	\$100.00	\$50.00		
Sleeping Bag		\$20.00	\$5.00	\$100.00	\$25.00		
Sleeping Pad		\$10.00	\$5.00	\$50.00	\$25.00		
Dutch Oven		\$50.00	\$10.00	\$250.00	\$50.00		
Esbit Stove w/ Fuel		\$5.00	\$1.00	\$25.00	\$5.00		
Coleman Camp Stove		\$20.00	\$10.00	\$100.00	\$50.00		
External Frame Pack		\$20.00	\$10.00	\$100.00	\$50.00		
Internal Frame Pack		\$20.00	\$10.00	\$100.00	\$50.00		
Knot Tying Kit		\$5.00	\$5.00	\$25.00	\$25.00		
Compass		\$5.00	\$1.00	\$25.00	\$5.00		
GPS Unit		\$20.00	\$5.00	\$100.00	\$25.00		
Charcoal Chimney		\$10.00	\$5.00	\$50.00	\$25.00		
Tarp		\$10.00	\$5.00	\$50.00	\$25.00		
Dry Sack		\$10.00	\$5.00	\$50.00	\$25.00		

Overall Total Fee: _____

Overall Total Deposit: _____

Item availabilities:

Item:	Quantity Available
Tent – 2 person	20
Sleeping Bag	15
Sleeping Pad	10
Dutch Oven	5 (Only 1 Jun-Aug)
Esbit Stove w/ Fuel	5
Coleman Camp Stove	3
External Frame Pack	12
Internal Frame Pack	10
Knot Tying Kit	As needed
Compass	20
GPS Unit	12
Charcoal Chimney	2
Tarp	20
Dry Sack	10

All members of an official High Adventure Troop or Group can rent items from GSCTX at no charge, however, HAT members must put down the refundable deposit for the rental.

All proceeds from rentals go towards improving outdoor programs equipment and accessibility across all areas of the GSCTX Council. Any extra donations of equipment are accepted and appreciated.

Equipment can be rented up to six months in advance. If equipment rentals conflict with Outdoor Programs after a reservation has been made, Outdoor Programs reserves the right to deny a rental request and must give the group notice within four weeks of the groups reservation date.

I, the undersigned, agree to return the equipment reserved on the above date in the same condition as received. I agree to pay for lost or damaged equipment within two weeks of the return date. I understand that I am required to leave a security deposit for items replacement cost, and if I do not pay for any lost and/or damaged items within 2 weeks, the deposit will not be refunded. I agree to return all gear clean and in the condition that I received it. I will report any repairs that need to be made or any broken gear to council upon my return. The deposit will be refunded within two weeks from the return date if all items are returned in satisfactory condition and/ or all missing/ damaged items have been paid for. I understand that the items I request are not guaranteed, as availability may be affected by other rentals or Outdoor Program use.

Signature: _____ Date: _____ Received by: _____