

Girl Scouts of New Mexico Trails, Inc.
Outside User Group Reservation Form (Non Girl Scout User)

Name of Organization: _____

Contact: _____

Mailing Address: _____

Physical Address (if different from mailing address): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Check-in day/time (first day on property): _____

Check-out day/time (last day on property): _____

Estimated Number of Adults: _____ Estimated Number of Children: _____

Please specify the buildings and sleeping areas your organization would like to reserve:

	(1)	(2)	(3)	(4)	(5)
Building/Sleeping Area	Number of Participants	Number of Days	Number Participant Days (1 x 2)	Cost per Day or Person	Total (3 x 4)
Adirondacks -- rustic (8)				\$5 per person	\$
Platform Tents (52cots max)				\$5 per person	\$
Lodge (full use)				\$75 per day	\$
Cabins – winterized (5; 30 cots total)				\$5 per person	\$
Cabins – non-winterized (5; 40 cots total)				\$5 per person	\$
TOTAL FEES					\$
Less deposit:					\$
TOTAL DUE					\$

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Payment Type (please check one):

Cash

Check (Check #) Make check payable to: Girl Scouts of New Mexico Trails, Inc.

Credit Card

Visa Mastercard American Express Discover

Name as it appears on credit card: _____

Expiration date: _____

Signature: _____

Mail reservation form and payment to:

Girl Scouts of New Mexico Trails, Inc.

Attn: Camp Registrar

4000 Jefferson Plaza NE

Albuquerque, NM 87109

If you have any questions, please call the Camp Registrar at (505) 343-1040, ext. 3005.

For Office Use Only:

Approval of COO _____ Date _____

Approval of Controller/Property Manager _____ Date _____

Deposit amount received \$ _____ Date _____ (copy of payment attached)

Reservation form received (date) _____

Confirmation sent to user group (date) _____ (copy of confirmation attached)

Reservation placed on calendar Yes No, with explanation of conflict.

Balance due billed (date) _____ (copy of invoice attached)

Balance due received (date) _____ (copy of payment attached)