

Girl Scouts of New Mexico Trails, Inc.
 Rancho del Chaparral 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 (38 cots max)				\$5 per person	\$
Adirondack Unit Shelter				\$25 per day (no charge if Adirondack cots are rented)	\$
Bosque – Pinion Unit (20 cots)				\$5 per person	\$
Bosque – Pinion Unit Shelter				\$25 per day	\$
Bosque – Juniper Unit (20 cots)				\$5 per person	\$
Bosque – Juniper Unit Shelter				\$25 per day	\$
Bosque – Cottonwood Unit (28 cots)				\$5 per day	\$
Bosque – Cottonwood Unit Shelter				\$25 per day	\$
Bosque – Blue Spruce Unit (28 cots)				\$5 per day	\$
Bosque – Blue Spruce Unit Shelter				\$25 per day	\$

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Bosque – Ponderosa Unit (36 cots)				\$5 per day	\$
Bosque – Ponderosa Unit Shelter				\$25 per day	\$
Bunkhouse (14 cots max)				\$10 per person	\$
Casa Grande (full use)				\$150 per day	\$
Casa Grande (shared use)				\$75 per day	\$
Casa Grande (dining room only)				\$50 per day	\$
Casa Grande (camp library/lounge only)				\$25 per day	\$
Covered wagons (36 cots max)				\$5 per person	\$
Draper Lodge (5 cots max)				\$10 per person	\$
Hogans (38 cots max)				\$5 per person	\$
Hogan Unit Shelter				\$25 per day (no charge if Hogan cots are used)	\$
Miller Center (4 cots max)				\$10 per person	\$
Miller Center (activity room)				\$25 per day	\$
Seligman Center (4 cots max)				\$10 per person	\$
Seligman Center (activity room)				\$25 per day	\$
TOTAL FEES					\$
Less deposit:					\$
TOTAL DUE					\$

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.

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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)