

RESERVATION INSTRUCTIONS FOR THE
OAKLAND PARK SERVICE CENTER

1. Reservations for the Oakland Park Service Center (OPSC) begin on July 1, 2009.
2. Current members/troops may reserve a date at the OPSC in the six (6) month time period following the date the reservation is made. Reservations made on/after July 1st can be for a visit from July 1st thru Dec. 31st. For a date between Jan 1st thru June 30 reservations will be taken starting Nov. 1st.

NOTE: If in the event a room has not been reserved by Girl Scouts two months prior to a specific date, the room will become available for rental by an outside group.

3. Reservations & availability inquiries may be phoned in to Ty Meng @ 954-739-7660. The requested date, if available at the time of the phone call will be reserved for five (5) business days, pending receipt of the completed reservation form & required fees (with approval signature). If after the five day waiting period, the form is not received, the reservation will be cancelled. The postmark on the envelope will be the determining factor.

4. The OPSC may be reserved by troops and/or Service Units no more than once in a six (6) month time period.

5. All site fees will be refunded if the troop and/or Service Unit cancels the reservation with more than four weeks notice.

6. Site fees: Please see **Oakland Park Service Center Reservation Form for Girl Scout Membership.**

7. All details regarding check-in & check-out (including times, key, and room set up) are to be arranged at the time of reservation.