



RESERVATION WORKSHEET

Shadow Rim Ranch

Facility reservations are made on a per building basis to allow as many girls as possible to experience camp. Use this worksheet to prepare your information before entering it into Doubleknot. Access our reservation system at girlscoutsaz.doubleknot.com/facilitysearch/3627. Have questions or need help accessing Doubleknot? Contact encampments@girlscoutsaz.org.

NAME OF EVENT		DATES OF EVENT	
SERVICE UNIT / TROOP #			
ADULT IN CHARGE			
PHONE	EMAIL		

TYPE OF EVENT Day Use (MAX 12 HOURS) Overnight Use (MAX 24 HOURS) Weekend Use (MAX 48 HOURS)

ARRIVALS & DEPARTURES	DAY	DATE	TIME
Adult & Cook In Charge (MUST ARRIVE ONE HOUR PRIOR TO PARTICIPANTS)			
Participants			
Departure from Camp (MUST BE CHECKED OUT BY CAMP MANAGER)			

TRAINED AND CERTIFIED PERSONS ATTENDING

The Property Department is not responsible for contacting or acquiring trained or certified personnel for your event.

PERSONNEL	NAME	PHONE #
Kitchen Cook MUST CARRY CURRENT FOOD HANDLERS CARD		
First-Aider (INCLUDES FIRST AID AND CPR) SEE SAFETY ACTIVITY CHECKPOINTS FOR LEVEL CRITERIA AND TRAINING NEEDED		
Outdoor Trained Person EXPLORE THE OUTDOORS AND TROOP CAMP CERTIFICATION		
Program ARCHERY, CLIMBING TOWER, ZIPLINE, CANOEING		

BUILDING INFORMATION

For full descriptions visit our website.

BUILDING	DAY	OVERNIGHT	COMMENTS
Whole Camp Rental	\$ 335.00	\$ 1,300.00	maximum 154 summer; 244 winter
Lodge/Dining Facility CAPACITY: 100 DAY / 50 OVERNIGHT	\$ 50.00	\$ 50.00	no arts & crafts

BUILDING	DAY	OVERNIGHT	COMMENTS
Commercial Kitchen	\$ 50.00		All kitchen staff are required to carry their current food handler's card and must be 18 or older. Only rented with lodge.
Ponderosa CAPACITY: 40 DAY / 27 OVERNIGHT	\$ 50.00	\$ 135.00	Wheelchair accessible
Staff House CAPACITY: 40 DAY / 20 OVERNIGHT	\$ 50.00	\$ 100.00	Wheelchair accessible
Nan Pyle Wellness Center CAPACITY: 20 DAY / 10 OVERNIGHT	\$ 25.00	\$ 50.00	Wheelchair accessible
Heritage Ramada CAPACITY: 30 DAY	\$ 15.00		Deck, ramada, wood cook stove, dutch oven and tripod cooking areas. No inside use.
Hide Away Porch CAPACITY: 30 DAY	\$ 10.00		Covered porch with tables and benches. Great for arts and crafts.
Honda House CAPACITY: 20 DAY / 8 OVERNIGHT	\$ 25.00	\$ 40.00	
Hermitage CAPACITY: 4 OVERNIGHT		\$ 20.00	
Wayfarers Unit/Ramada CAPACITY: 30 DAY / 35 OVERNIGHT	\$ 10.00	\$ 175.00	
Settlers Unit/Ramada CAPACITY: 30 DAY / 30 OVERNIGHT (SUMMER ONLY)	\$ 10.00	\$ 150.00	
Homesteaders Unit/Ramada CAPACITY: 30 DAY / 30 OVERNIGHT (SUMMER ONLY)	\$ 10.00	\$ 150.00	
Mountaineers Unit/Ramada CAPACITY: 30 DAY / 30 OVERNIGHT (SUMMER ONLY)	\$ 10.00	\$ 150.00	
Tent Camping CAPACITY: 25 OVERNIGHT		\$ 125.00	Tent camping may not exceed 154 total campers in the winter and 244 total campers in the summer.
Main Fire Ring CAPACITY: 100 DAY		\$ 10.00	Large area, fire ring, water, wood
Activity Field CAPACITY: AS SCHEDULED	\$ 12.50		Large open area

SPECIAL PROGRAM USE REQUEST

For more information regarding service projects and other programs, refer to the Program Options at Shadow Rim Ranch for descriptions/fees, or email GSShadow@girlscoutsaz.org.