



RESERVATION WORKSHEET

Willow Springs Program Center

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/3589. 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		

BUILDING INFORMATION

For full descriptions visit our website.

BUILDING	DAY	OVERNIGHT	COMMENTS
Whole Camp Rental	\$ 500.00	\$ 2,100.00	
Lodge/Dining Facility CAPACITY: 220 DAY	\$ 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.
Cooks Quarters CAPACITY: 4 OVERNIGHT		\$ 20.00	Inside the lodge
Wellness Center CAPACITY: 4 OVERNIGHT		\$ 35.00	Wheelchair accessible
Maricopa CAPACITY: 4 OVERNIGHT		\$ 20.00	
Papago Staff House CAPACITY: 30 DAY / 30 OVERNIGHT	\$ 35.00	\$ 150.00	Wheelchair accessible
Cocopah Dormitory CAPACITY: 64 OVERNIGHT		\$ 150.00	Dormitory - sleeping
Cocopah Art Room CAPACITY: 30 DAY	\$ 35.00		Tables and benches for 30 – no sleeping
Apache Unit/Ramada CAPACITY: 30 DAY / 40 OVERNIGHT	\$ 12.50	\$ 200.00	
Navajo Unit/Ramada CAPACITY: 30 DAY / 50 OVERNIGHT	\$ 12.50	\$ 250.00	
Hualapai Unit/Ramada CAPACITY: 30 DAY / 50 OVERNIGHT	\$ 12.50	\$ 250.00	
Hidden Unit/Ramada CAPACITY: 30 DAY / 50 OVERNIGHT	\$ 12.50	\$ 250.00	
Hopi Tent Platforms/Ramada CAPACITY: 30 DAY / 10 OVERNIGHT	\$ 12.50	\$ 50.00	2 tent platforms
Pima Yurt Unit/Ramada CAPACITY: 30 DAY / 20 OVERNIGHT (SUMMER ONLY)	\$ 12.50	\$ 100.00	3 yurts , 2 tent platforms
Jackie Steiner Program Center CAPACITY: 30 DAY	\$ 50.00		
Big House CAPACITY: 100 DAY	\$ 50.00		
Main Fire Ring CAPACITY: 220 DAY		\$ 15.00	Large area, fire ring, water, wood
Activity Field CAPACITY: AS SCHEDULED	\$ 12.50		Large open area, water, backstop

SPECIAL PROGRAM USE REQUEST

For more information regarding service projects and other programs, refer to the Program Options at Willows Springs for descriptions/fees, or email GSWillow@girlscoutsaz.org.