

Girl Scouts Louisiana East

Corporate Headquarters

841 S. Clearview Parkway, New Orleans, LA 70121-3119
(504) 733-8220 (800) 644-7571 F (504) 733-8219

www.gsle.org

Regional Service Center

545 Colonial Drive, Baton Rouge, LA 70806
(225) 927-8946 (800) 852-8421 F (225) 927-8402

Program Equipment Request Form

All equipment and program kits must be requested two weeks in advance and picked-up at the service center no earlier than two days prior to the date needed. Equipment must be returned back to the service center within two days after date of use. Any equipment returned late or damaged will forfeit the deposit and must pay to replace or repair damaged, lost or stolen kits or equipment. NO EXCEPTIONS. Please fill out the form below to reserve equipment. Make troop checks (deposit or fees) payable to: Girl Scouts Louisiana East. No cash will be accepted.

Pick-up date: Date of use: Return date:

Service Unit #: Section: Troop #:

Name of person responsible for equipment/materials:

Address, City, State, Zip

Phone: ( ) Home ( ) Work ( ) Cell

Email address:

I agree to be responsible for all equipment/materials I have requested for check out. My deposit (if applicable) will be returned if all equipment/materials are brought back in good condition and on time. I understand that I am responsible for the cost of the equipment if it is lost, stolen or damaged.

Signature of person receiving equipment: Date: / /

Please check the equipment/materials you would like to reserve and how many you need if applicable.

A \$35 deposit is required for all flag sets
\*\* office use only
American \*\* (flag # )
Girl Scout \*\* (flag # )
World Association \*\* (flag # )
Louisiana \*\* (flag # )

A \$10 deposit is required for banners, gloves and ceremony materials
Flag Stands (# )
White gloves (# ) (return washed)
Sashes (# )
Wooden Ceremony Log (small)
Wooden Ceremony Log (large)
Glass candle holders (3)

Office Use Only
Date checked out / / Time checked out / / Staff signature
Rental Fee \$ Required deposit \$ Check # Receipt #
Date checked in: / / Time checked in: / / Staff signature
Returned deposit: Yes No If not, why?