



GIRL SCOUTS® **Girl Scouts of River Bluffs Council**

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FOR OFFICE USE ONLY	
Res. in COMPUTER_____	
Confirm. Sent_____	
Deposit Pd._____	Balance Pd._____

# Conference / Executive Room Application

Troop Leader/Person-In-Charge\_\_\_\_\_

Troop Number/Name of Group\_\_\_\_\_

Phone Number (D)\_\_\_\_\_ (E)\_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_ ST\_\_\_\_ Zip\_\_\_\_\_

Date(s) Needed\_\_\_\_\_

Arrival Time\_\_\_\_\_ Departure Time\_\_\_\_\_

Number of people expected to attend\_\_\_\_\_

Purpose of Use:

- Overnight Visit
- Meeting(s)
- Other.....Please list\_\_\_\_\_

Indicate room(s) Desired:

- Conference Room #1 (with pullman kitchen)
- Conference Room #2
- Both Rooms Needed
- Executive Conference Room (for staff use only)

NOTE: Due to availability, you may not get your first choice of conference rooms. A Camp Report is due to the Program/Training Registrar's office upon completion of your stay.

Deposit, for overnights only, must accompany application and **NO** applications will be taken by phone.

\_\_\_\_\_  
Troop Leader/Person-In-Charge

\_\_\_\_\_  
Date

Approved\_\_\_\_\_

Service Unit Manager (troop use only)

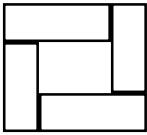
# Conference Room Set-Up

Indicae how you would like to have the conference room arranged for your meeting. There are 15 tables and 60 chairs available for use.

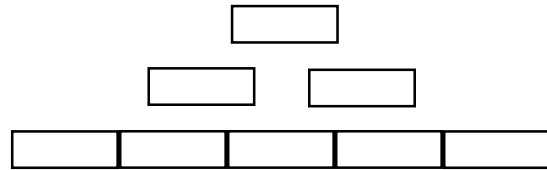
For meetings only:

- Will do your own setting up for the meeting.
- Would like to have conference room set-up:  
Set-Up # \_\_\_\_\_ (see diagram below) for \_\_\_\_\_ number of people

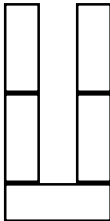
**Set-Up #1:** Tables arranged in a square



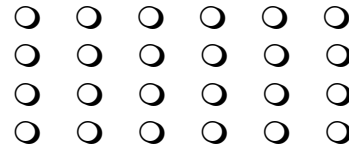
**Set-Up #4:** Tables arranged in rows with head table



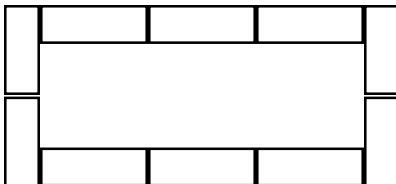
**Set-Up #2:** Tables arranged in a U-shape



**Set-Up #5:** No tables - chairs only - theater style



**Set-Up #3:** Tables arranged in a rectangle



(Check if needed)

- Refreshment table(s) needed with any of these set-ups.

How many? \_\_\_\_\_