

**Just  
-in-  
Time**

## Reserving a Meeting Room at Girl Scout Service Centers

Girl Scouts Dakota Horizons has multiple locations throughout North Dakota and South Dakota that are available for troop and service unit meetings, events and outdoor activities such as camping.

### Reserving a Location

Find a list of available Service Centers near you on our [Visit Us page](#). From there, select a Service Center to view the office and retail (if available) hours as well as reserve a meeting room or camp. Selecting “Reserve a Meeting Room” will bring you to the Property Use Request Form.

If more than one date is needed you can list additional meeting dates that work for you and your troop/service unit. If the additional meeting option is available, we will book your troop/ service unit to the Service Center calendar.

After submitting your request to reserve a meeting space, you will receive an automated email that your application was received and is being reviewed.

### How do I know my Reservation was accepted?

If your request to use one of the Service Centers is accepted, you will receive an email confirmation with two attachments. The first is our Girl Scout Members Agreement for Use of Girl Scout Property with the reservation details such as the 4-digit code to enter the building. This will need to be completed and returned prior to using the facility.

The second, is the building’s Cleaning and Safety Checklist. This checklist needs to be completed and returned after the troop/service unit meeting or event.

Once completed, both these items can be returned by:

- Mail to:  
GSDH Headquarters  
1101 S Marion Rd  
Sioux Falls, SD 57106
- Email [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org)
- Fax to 605-336-6841
- Leave at the Service Center location and notify staff

### Property Use Request Form

All Girl Scouts Dakota Horizons Properties

Which facility are you requesting? (Reservation should be requested at least 7 days in advance) \*

  
Choose One

Handicap Accessibility Needed \*

Upon acceptance of this reservation, information pertaining to the care and cleaning of the property due to COVID-19 will be provided. Any passcode or keys may not be shared with others. \*

Yes, I agree  No, I don't agree

Start Date and Time (include set-up time) \*

     
Month Day Year

If more than one date is needed for troop meetings, please list here.