



Girl Scout DreamLab Guidelines

How to Make a Reservation – Click on the following link that will direct you to the GSNCA property rental inquiry, fill out and submit: [GSNCA Property Rental Inquiry - Formstack](#).

The Formstack request will be reviewed, and you will be contacted within 3 business days. Any requests received within 2 weeks from the requested date will not be approved.

For questions regarding regular troop meeting space, please contact Paula Lott at plott@girlscoutsnca.org

Areas Available for Rental

- DreamLab, max occupancy - 50, includes the functional areas of the Girl Scout DreamLab area
- Auditorium, max occupancy - 200, includes the Auditorium only and use of restrooms
- Front Lobby, max occupancy – 100, includes the front Lobby area and use of restrooms
- Conference Room, max occupancy – 15, includes use of the lobby restroom

Cleaning/Damage Deposit – A cleaning/damage deposit of \$25 - \$100 is required to confirm a GSNCA related reservation. A cleaning/damage deposit of \$200 - \$400 is required to confirm an external reservation. These deposits are refundable if the facility is cleaned and left without damage. An additional set-up and cleaning fee will be required for large event use. Additional event insurance may be required for external rental groups. Rental does not include equipment. An equipment rental fee list can be provided upon request.

Rental Fees

- DreamLab - \$50 for GSNCA related rental and \$150-\$250 for external rental
- Auditorium - \$100 for GSNCA related rental and \$300-\$500 for external rental
- Front Lobby - \$50 for GSNCA related rental and included for external rental
- Conference Room - \$25 for GSNCA related rental and \$100 for external rental
- Troop Meeting Rental - \$2.50 per girl or no charge if 12 or more Badge-in-a-Bag kits are purchased. List of kits is available upon request.
- Service Unit Event Rental (non-overnight) dependent upon facilities needed.

- Overnight/multi-day rentals – Dependent upon facilities needed. Rates will be provided.

In most cases the group will be greeted at the Girl Scout DreamLab by a caretaker (staff member). If not greeted by a staff member, you will receive information to access Girl Scout DreamLab and the areas you are renting.

Use of audio-visual equipment will incur additional fees to include staff to operate.

Catered events require a 4-week notice and pre-approval of food vendors.

GSNCA related groups who contract non-Girl Scout activity leaders must obtain specific approval from GSNCA.

If outside program providers are used for an event, they must be provided at least three weeks prior to the event to ensure the vendors meet background and liability checks. This includes DJ's and other entertainment providers.

Please let Paula Lott plott@girlscoutsnca.org know if you have any special needs ahead of time. If you have any issues while at the Girl Scout DreamLab call or text Emily Sarvis, Girl Scout DreamLab, 205-215-6961.

FAQ

- **Can the Girl Scout DreamLab accommodate people with special needs?**

Yes, the Girl Scout DreamLab is ADA compliant.

- **How are deposit and rental fees payments made?**

For GSNCA related groups, deposits and fees are deducted via ACH debit from the troop or SU account. Cleaning/damage deposit is due when the reservation is made. Rental fees are due 6 weeks prior to the reservation. Payment from external groups will be determined upon reservation.

- **How will I receive my Damage Deposit refund?**

Damage Deposits are refunded via ACH. External groups will be made by check.

- **Is there a storm shelter?**

The Girl Scout DreamLab does not have a storm shelter.

ALL ADULTS STAYING OVERNIGHT AT THE GIRL SCOUT DREAMLAB MUST BE REGISTERED AND BACKGROUND CHECKED. NO EXCEPTIONS.

Cancellation Policy for GSNCA related groups

- All fees will be refunded for reservations canceled or rescheduled *4 weeks or more before* prior to rental.
- 75% of fees will be refunded for reservations canceled or rescheduled *2 to 4 weeks prior* to rental.
- No fees/deposits will be refunded for reservations canceled *less than 1 week prior* to rental.
- External groups - TBD

If GSNCA activity or Girl Scout DreamLab rental is canceled by GSNCA, all fees will be refunded or transferred. Other cancellations will be determined on a case-by-case basis.

Items TROOP needs to bring on day of event

- All Girl Scout DreamLab rental paperwork
- Girl health forms
- Adult health forms (for those staying)
- Parent permission forms
- Emergency contact information
- First Aid kit
- Program supplies

The Girl Scout DreamLab RULES

It is the renter's responsibility to inform all guests (girls and adults) of the Girl Scout DreamLab rules. In addition to Girl Scout DreamLab procedures, each group should evaluate the need for their own rules, especially relating to group control. The group leader should develop and review these rules before arrival.

1. Absolutely **NO FIREARMS, TOBACCO OF ANY TYPE, VAPES, ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES, FIREWORKS, FIRECRACKERS** or other **EXPLOSIVES** are allowed on Girl Scouts of North Central Alabama properties.
2. All activities must be compliant with GSUSA Activity Checkpoints.
3. Leave your pets at home. **NO PETS. Certified service animals are allowed.**
4. Absolutely **NO GUM! If gum is found stuck to *any items* inside the Girl Scout DreamLab after use, your cleaning/damage deposit will be retained.**
5. Girls should always use a *"buddy system"* at Girl Scout DreamLab.
6. **Youth must be supervised at all times.** Group leaders and adult chaperones are responsible for the behavior of everyone in the group. This includes correcting dangerous, disruptive, and destructive behavior.
7. Groups are responsible for cleaning the rented spaces according to the attached clean-up procedures.
8. No dyed or colored liquid drinks allowed. Water only.
9. No glitter or confetti of any kind allowed in the Girl Scout DreamLab or auditorium.
10. Crafts must be confined to the lab or lobby areas. Tables must be covered with heavy plastic and any spills cleaned up immediately. No crafts in any carpeted area.

Girl Scout DreamLab
600 Montgomery Hwy, Suite 208
Vestavia Hills, AL 35216
EMERGENCY PHONE NUMBERS

EMERGENCY	911 <i>(if in doubt, call 911)</i>
Vestavia Hill Police (Non-emergency, i.e. property reports, road hazards, etc.)	205-978-0140
Vestavia Hills Police (Community Liaison, call for advice or complaints)	205-978-0119
Vestavia Hills Fire Department (Non-emergency)	205-978-0225
Brookwood Baptist Medical Center: Emergency Room (1.4 miles/4 min/closest ER)	2010 Brookwood Medical Center Dr, Birmingham, AL 35209 (205) 838-3000
Alabama Power (report an outage or down power lines)	1-800-888-2726
Poison Control (call after 911 in the event of life-threatening poisoning)	1-800-222-1222
American Family Care Vestavia (0.2 miles/closest doctor/In case of non-life threatening injury that needs attention, i.e. spider bite)	708 Montgomery Hwy #101 Vestavia Hills, AL 35216 205-438-9679
Emily Sarvis Director, Girl Scout DreamLab, GSNCA (call to inform of any incident if not present)	(205)-215-6961 <i>(call twice if no answer)</i>
Jody Fitts Director of Maintenance (call if Emily is not available, and there is any damaged property or leaks)	(205)-229-1270
Karen Peterlin CEO, GSNCA	(205) 563-9479

CLEANUP PROCEDURES

In order to keep the Girl Scout DreamLab fees reasonable, we rely on each group that uses the site to clean up after themselves. Remember, a Girl Scout always leaves a place better than she found it. *If facilities are not cleaned according to posted procedures, you will not receive a refund of your damage/clean up deposit and you will be billed an additional \$100 cleaning fee.* Please follow these clean-up procedures and check to be sure that you have thoroughly cleaned ALL AREAS that you used.

Leave a place better than you found it!

Group Cleaning Procedures

<i>Stem Lab & Quiet Rooms</i>	<i>Mini-Kitchen</i>
<ul style="list-style-type: none">• Clean and rinse sink• Wipe down tables, countertop, chairs, bar stools, and booths.• Sweep the floor• Swiffer mop the floor• Clean the glass doors and windows• Vacuum the quiet rooms• Wipe the desks• Return all tables and chairs to original position• Collect garbage and replace with clean garbage bags	<ul style="list-style-type: none">• Empty refrigerator of personal items• Wipe down counters/ surfaces• Clean inside of microwave• Clean the coffee pot, if used• Sweep the floor• Swiffer mop the floor• Use stainless steel cleaner and wipe down appliances• Collect garbage and replace with clean garbage bags
<i>Computer Lab/ Copy Room</i>	<i>Podcast Room</i>
<ul style="list-style-type: none">• Clean off and wipe down desks• Vacuum floor• Collect garbage and replace with clean garbage bags	<ul style="list-style-type: none">• Wipe down table and chairs• Clean glass windows and doors• Wipe down equipment• Place equipment and chair back in original arrangement• Vacuum

<i>Campfire Room</i>	<i>Bathrooms (Men, Women and Handicap Bathrooms)</i>
<ul style="list-style-type: none"> • Clean off benches, check under the cushions and wipe down under the cushions • Wipe down tables and chairs • Put away supplies • Vacuum floors and benches • Place furniture back in original arrangement • Collect garbage and replace with clean garbage bags 	<ul style="list-style-type: none"> • Clean mirrors • Clean toilets • Spray, clean, and rinse showers • Sweep the floors • Swiffer mop the floors (be sure to wash out the pad with soap and water before mopping another area) • Wipe countertops • Refill toilet paper and paper towels if empty. • Collect garbage and replace with clean garbage bags
<i>Main Lobby</i>	<i>Final Procedures</i>
<ul style="list-style-type: none"> • Wipe down rock wall mat • Sweep floor • Swiffer mop floor • Clean the windows (inside and outside) 	<ul style="list-style-type: none"> • Reset thermostats to 72 degrees • Collect all garbage and drive it to dumpsters behind the building • Turn off all lights (including campfire and neon sign)