

*** 2015-2016 ***

**Fee Schedules & Instructions for Reserving
Hill-Harbison House**

ONE-TIME USE FEE SCHEDULE:

- One-time use fees are *\$30/hr per room / \$75/hr per entire house. Please review HHH online calendar & application @ website: <http://www.hillharbison.org> Contact HHH Scheduler, Kelly Manning, for available booking date/space & completion of application: kellymanning.hhh@gmail.com
- SCOUTING ONLY overnight use fee is \$125 per date/troop.
- \$100 security deposit required w/ use fee payment. See application for detailed use policy/exit checklist.

*Discounted rates available for volume scheduled regular use bookings, contact HHH Scheduler

GIRL SCOUT USE FEE SCHEDULE & GENERAL POLICIES for SCHEDULED REGULAR TROOP USE:

- Scheduled regular meeting use fees are \$30/Scout for bookings of 1 to 2 hours per date for a maximum of 14 scheduled meeting dates Sept. 2015 through June 2016.
- Additional \$10/Scout use fee will apply for more than 14 scheduled meeting dates and/or requested use of 3 hours or more per date.
- Additional \$15/Scout use fee will apply for requests of a 2nd room for scheduled meeting dates.
- One (1) overnight sleepover at NO CHARGE is included for each troop with payment of all fees for scheduled regular meeting use. Additional overnight use fee is \$125 per date/troop.
- Troops booking scheduled regular meeting use w/ 18+ Scouts will receive ONE (1) additional overnight sleepover at NO CHARGE.
- NEW TROOPS scheduling regular meeting use must pay an additional non-refundable \$100 security fee w/use fee payment. See application for detailed use policy/exit checklist.
- All troops must be registered with Girl Scouts of Greater Los Angeles (for GS insurance purposes, troops must be registered to meet at HHH) Please confirm on your application/email.

**HHH Calendar reservations will be secured in priority of completed application & fee payment to Kelly Manning, HHH Scheduler. Best efforts will be made to fulfill all returning and new troop requests **

FOR ALL USERS - APPLICATION AND AGREEMENT FOR FACILITY USE:

- **Complete all sections of Application.** PLEASE READ detailed use policy & exit checklist.
- **Include specific dates** you would like to reserve (remember to look at relevant school and Community calendars, in addition to HHH Calendar).
- **EMAIL your completed Application with specific dates to HHH Scheduler, Kelly Manning, at kellymanning.hhh@gmail.com PRIOR TO SUBMITTING RENTAL FEES**
- HHH Scheduler will review Application and requested dates, then give approval via return email.

FOR ALL USERS – FEE PAYMENT AFTER APPLICATION APPROVAL/AGREEMENT COMPLETION:

- **AFTER approval is received via email** from HHH Scheduler, Kelly Manning, complete the following:
- **SEE ABOVE FEE SCHEDULES (ONE-TIME or GIRL SCOUT)** to calculate fees owed to HHH
 - Complete and sign hard copies of paperwork required for reservation including:
 - Completed and signed Facilities Use Application and Agreement (keep copy for yourself)
 - Payment of Fees:
 - Check for total fees **payable to: Hill-Harbison House**
 - Please include on check memo line: user name/troop #
- Mail to: Hill-Harbison House
ATTN: Kelly Manning
2275 Huntington Drive, PMB 807
San Marino, CA 91108