



FACILITIES USAGE AGREEMENTS & CONTRACT PROCEDURES & GUIDELINES

Facilities Usage Agreements or contracts are typically required when a GSOC troop or group requests the use of another agency, organization or school district's facilities for the purpose of hosting a Girl Scout program/event, troop or service unit meeting and product booth sales. GSOC has procedures and guidelines in place for the review and approval of Facility Usage Agreements and Contracts.

The following guidelines have been established to minimize risk and potential loss to both GSOC & volunteers.

- **ALL** Facility Usage Agreements and Contracts for events or meetings involving GSOC troops or groups must be reviewed and approved by an authorized GSOC representative.
- Complicated agreements or agreements that include outside vendors or subcontractors may be forwarded to GSOC's insurance company and/or legal counsel for review and comment. This step is sometimes necessary to ensure GSOC has the appropriate insurance coverage and that each party bears responsibility for their respective negligence or misconduct. Negotiations will focus on limiting GSOC's exposure and ensuring GSOC has adequate insurance coverage.
- When an agreement or contract contains objectionable language or exceeds the scope of GSOC's insurance coverage, a GSOC authorized representative will attempt to negotiate changes in the agreement or contract. It is advisable to get input from a representative of GSOC's insurance providers when negotiating a contract so they can help ensure, when appropriate, adequate insurance coverage is in place. (Negotiations will focus on limiting GSOC's exposure and ensuring GSOC has adequate insurance coverage.)
- If vendors or contractors are utilized to supply services or goods at a third party facility or a GSOC facility, it is necessary to obtain certificates of insurance and endorsements for general liability and workers compensation. All certificates and endorsements must name GSOC as additionally insured. It is also necessary to ensure the ALL contractors or vendors provide the appropriate permits and governmental licenses.
- The GSOC authorized representatives and signers will execute facility usage agreements and contracts for or on behalf of GSOC.
- Many agreements also include a list of rules and/or requirements that all users must abide by. It is critical the responsible party for each group (troop leader, service unit manager or GSOC staff) read the agreement, acknowledge the rules and requirements and ensure that all attendees abide by the facilities rules.
- GSOC receives many requests for facility use and the availability of an authorized GSOC representative for **ALL** Girl Scout facility user requests is not always immediately available at the time the paperwork is received for processing. Please plan ahead and submit requests for facility use agreements and contracts in a timely manner.



To help expedite the processing of facility usage & contract paperwork, please include the following information when completing **ALL** forms:

- . **The Applicant or Organization:** Girl Scouts of Orange County, followed by the Service Unit or Troop number
- . **Dates of Girl Scout Event:** i.e. September 2009 – 2010
- . **Time of Event:** i.e. 4:00pm – 9:30pm (please be as specific as possible)
- . **Facilities being Used:** This includes school or facility name, classroom, multipurpose room and/or other location at the facility
- . **Requested By:** First & last name of troop leader, Service Unit or responsible adult coordinating the event
- . **Contact Information:** First & last name, address and telephone number of troop leader, Service Unit or responsible adult coordinating the event
- . **Attach a note and self-addressed, stamped envelope, indicating where the signed Agreement and/or Contract is to be returned**

Most requests can be reviewed, signed and processed within a couple days of being received and we always strive to return ALL paperwork as quickly as possible. However, due to volume of requests it could take ten (10) business days so please keep in mind that it may not always be possible to process last minute requests; incomplete forms may require insurance negotiations or legal counsel approval, and authorized GSOC signers availability are all circumstances beyond our control that take time to resolve.

Additional questions regarding Facility Usage Agreements & Contracts can be directed to Sandy Fortelny at (949) 461-8801 (sfortelny@girlscoutsoc.org) or Tom Olivas at (949) 461-8815 (tolivas@girlscoutsoc.org).

Thank you for all you do for the girls and Girl Scouts!

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