

How to Book a Reservation at a Girl Scout Program Center

The Girl Scouts of Orange County program centers are local facilities where Girl Scouts, Troops, Volunteers, and Service Units can host meetings, events, and workshops. There are four locations open for booking: Anaheim, Yorba Linda, Seal Beach, and Laguna Beach.

Reservations are processed on a first-come, first-served basis through a self-service online calendar system. There is no lottery or waiting list for making Program Center reservations. The online reservation calendars allow bookings up to 12 months in advance.

Registered members of any Girl Scout council may book reservations for Girl Scout activities and events. If your Girl Scout event will allow guests (non-registered attendees), Plan 2 Insurance is required. Learn more by visiting girlscoutsoc.org/forms and search for "Plan 2 Activity Insurance Request Form" to obtain the proper request form.

Follow the steps below to book a reservation at a Girl Scout Program Center in Orange County:

1. Visit girlscoutsoc.org/programcenters to get started.
2. Click on the calendar for the location you would like to reserve. Program Centers are located in Anaheim, Yorba Linda, Seal Beach, and Laguna Beach.
3. Once a calendar is selected, you will be taken to the DoubleKnot reservations site. On the left side of the screen, select whether your reservation will be for a day experience or overnight. If the location has multiple room options, be sure to also select all that apply.
 - *A typical day experience reservation is 5 hours or less.*
 - *An overnight reservation is any reservation that exceeds 5 hours.*
4. With your location and reservation type selected, follow the prompts on the screen to select your date(s), submit payment by check 30 days in advance of your reservation date, and complete your reservation.
 - *For daytime reservations, select the times you would like to check in and out using the column on the right.*
 - *For overnight reservations, select check-in and departure dates.*
5. You will receive a confirmation email upon completion of your reservation. Please print this email and mail it in with your payment and a \$35 key deposit check. Please send it to the address at the bottom of this page no later than 30 days prior to your reservation date. A packet with information about your program center, and the key, will be mailed to you approximately two weeks before your reservation.
6. Within two weeks following your departure date, mail your completed check-out paperwork and key to the address below, or leave it in the drop box at the facility, in order to have your deposit returned. Please allow at least 2 weeks for us to process your deposit return once your paperwork and the key are received.

Program Center Reservations 9500 Toledo Way, Irvine, CA 92618

**For additional Program Center support, contact Customer Care
949.461.8800 // customer care@girlscoutsoc.org**