How to Reserve GSSD Property & Assets

Step 1: visit our Locations web page (sdgirlscouts.org/locations) and choose the link for the property you wish to reserve.

Step 2 (image below): select your category from the left side column.

- Activities: archery ranges, slingshots, fishing, canoeing, etc.
  - Note: request Challenge Course or Adventure Zone here.
- Camping: cabins or lodges where overnights are permitted.
- Events: rarely used.
- Meetings: classrooms or spaces not used for overnights. You may need to try different options for the Leadership Center rooms, depending on availability.
- Staff Only: assets—like the council van—that may only be booked by staff.
Step 3: view your options.

After selecting your category, rooms or assets will appear. Click the one you want.
Step 4: choose your date(s).

After selecting the room or asset, choose the date you want. Select your start and end times on the list to the right. Click on the red "RESERVE" button, and make sure your selection is shown in the far right column. Book another room or date, if desired, or select “CHECKOUT.”

Note: camping options are from 3 p.m. on the first day, until 2 p.m. on the last day. Instead of hours, you'll choose full days. Click “RESERVE” and “CHECKOUT” as above.
Step 5: Choose your price group:

- Troop and service unit meetings up to two hours: choose “Staff & Approved No-Charge Rentals”
- Other troop and service unit reservations: choose “Girl Scouts San Diego Members”
- Staff, choose “Staff & Approved No-Charge Rentals”

Step 6: Continue the steps to check out. At the end, make sure to hit checkout, and "Complete Order." Look for a confirmation email in your inbox.

Have questions, or need to cancel? Email propertyreservations@sdgirlscouts.org with your request. Changes and cancellations must be done manually by our team.