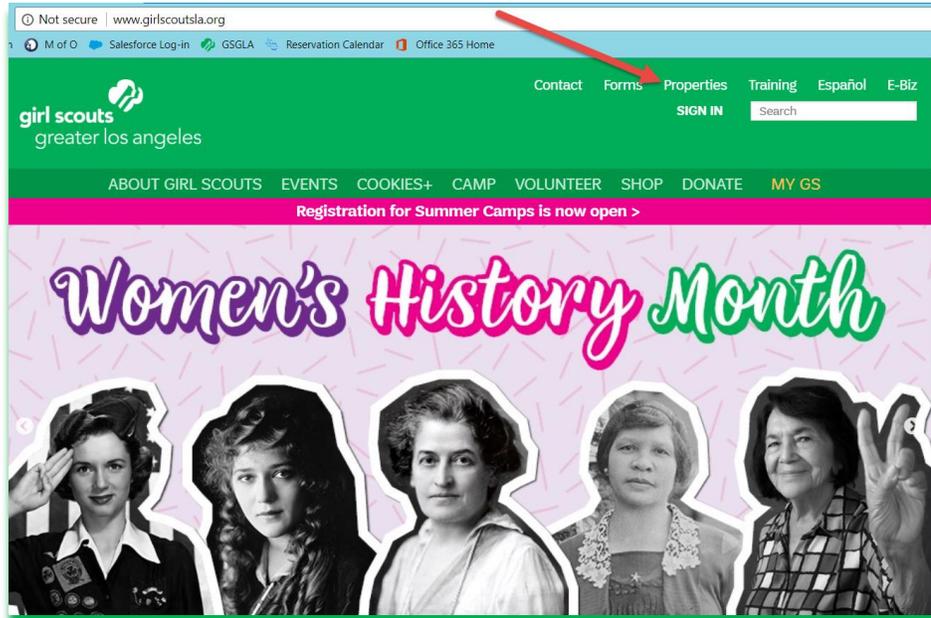
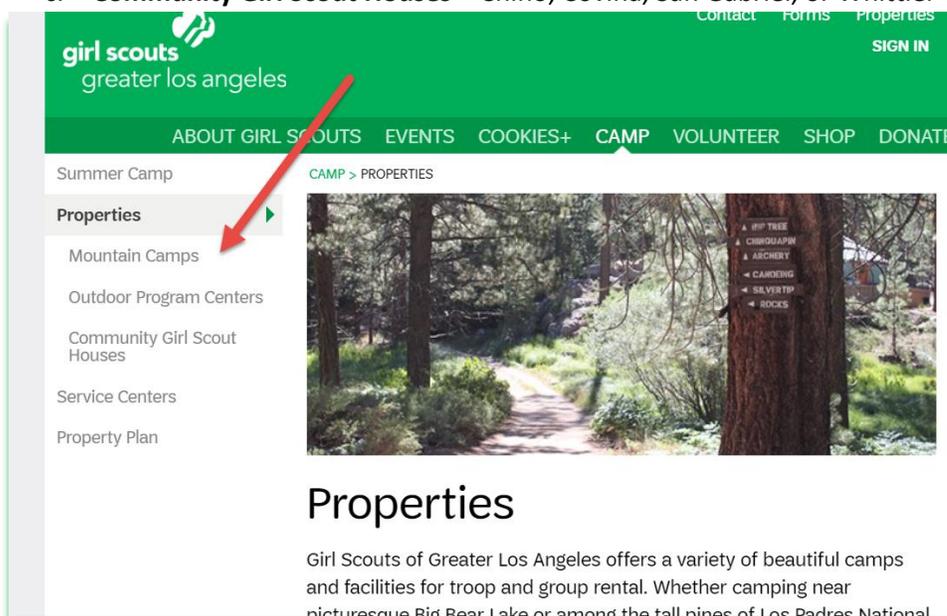


## Property Reservations: Doubleknot Step-by-Step Directions

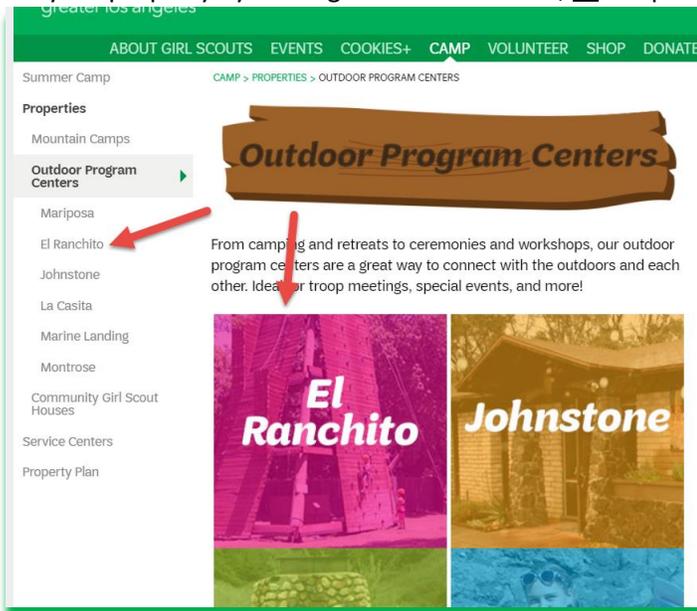
1. Go to [www.girlscoutsla.org](http://www.girlscoutsla.org) and click the “Properties” tab in the top right corner.



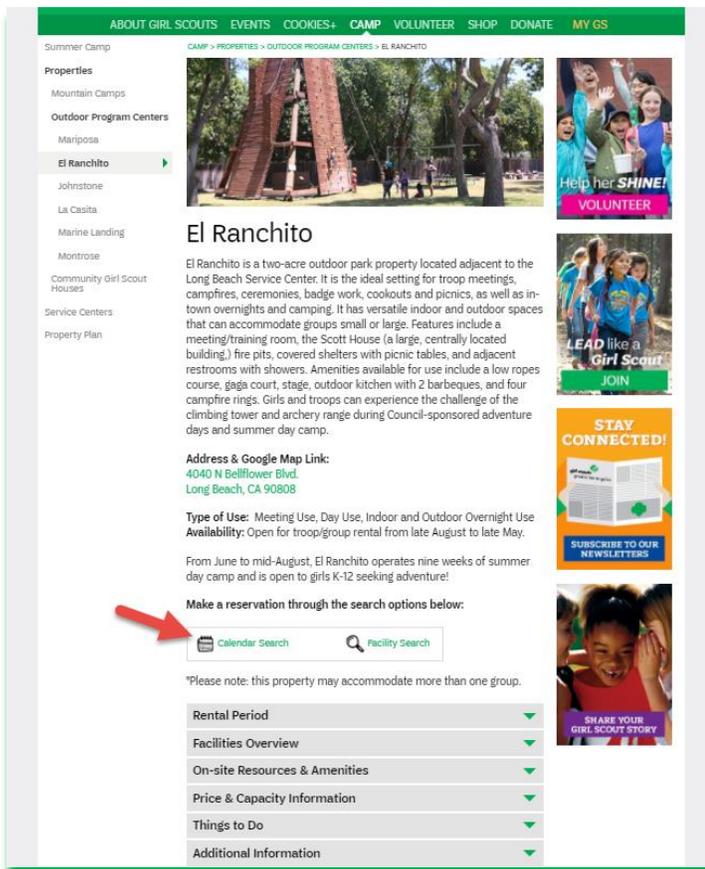
2. On the right-hand side, pick the category of property you want to rent
  - a. **Mountain Camps** – Camp Osito Rancho, or Camp Lakota
  - b. **Outdoor Program Centers** – El Ranchito, Mariposa, Marine Landing, Johnstone, La Casita, or Montrose
  - c. **Community Girl Scout Houses** – Chino, Covina, San Gabriel, or Whittier



- Pick your property by clicking the list on the left, or the photo-button in the middle of the page



- On the landing page you selected, you'll see everything you need to know about the property and its' amenities, including a link to make a reservation. Please take a few minutes to explore the page & dropdown menus to make sure the property has what you need for your activity.



This page includes:

- Rental Period Guidelines
- Facilities Overview
- On-site Amenities/Resources
- Price & Capacity Information
- Things to Do
- Additional Information

### Rental Period

**Day:** 5-10 hour period between 8 a.m.-9 p.m., Mon-Sun

**Overnight:** 3 p.m.-1 p.m., Mon-Sun

**Hourly:** 1-4 hour period between 1 p.m.-9 p.m., Sun-Thurs

Much like check-in and checkout times are specified at a hotel, GSGLA properties have specified periods of rental.

- a. **Day rentals** are available every day of the week and can be used for Troop/Service Activities and Events. You can choose your arrival and departure time for a 5-10 hour period
- b. **Overnight rentals** are available every day of the week and can be used for Troop/Service Unit Activities and Events. The arrival and departure times are set already (3pm-1pm), so if you need to arrive earlier than 3pm or depart later than 1pm, you will have to add a day-rental onto your reservation to cover that remaining period.
- c. **Hourly rentals** are available Sunday-Thursday (with the exception of the Community Girl Scout houses which are available Sunday-Friday), and can only be used for rotating Troop/Service Unit Meetings between 1 and 4 hours.

### Make a reservation through the search options below:



Calendar Search



Facility Search

\*Please note: this property may accommodate more than one group.

When reserving, you have the option to search by calendar or by facility.

- a. **Calendar search** allows you to search by date - if you have a specific day in mind for your activity, it's best to search this way.
  - b. **Facility search** lets you search for a specific room/space at the property and lists dates they are available – if you have a specific room/space in mind, or if you need to rent the entire facility, it's best to search this way.
5. When you click the search button, you will be redirected to the Doubleknot page for the property you were viewing. Notice you can toggle between properties on the tool bar at the top - this allows you to make reservations at more than one property, yet you'll still be able to seamlessly check-out with one cart. Directions to book are pasted in the header area above the calendar.

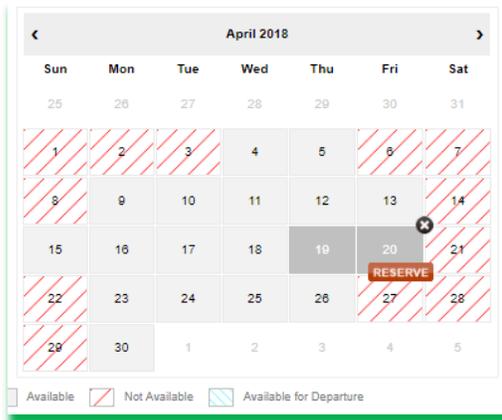
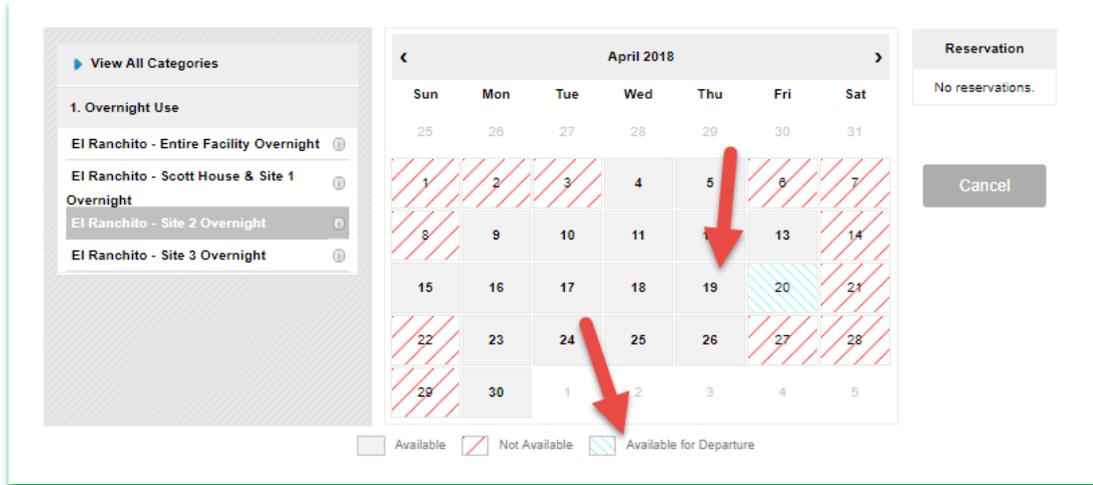
## 6. Booking a property

Select your type of use, and then choose the part of the property you want to book

A calendar will populate letting you know which days are available. You can scroll through months by clicking the arrows.

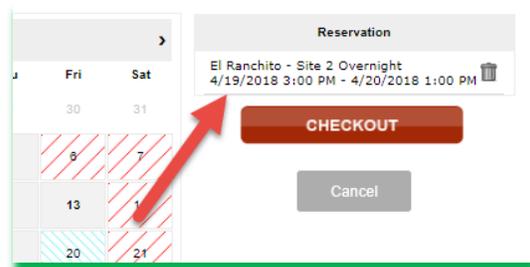
### Overnight Use

When you see blue cross-hatching on a date, it simply means you can depart from your overnight on that date – in the example below, on April 20 - 22, someone has the property booked for the whole weekend. However, because the rental period starts at 3pm, you can still use April 20<sup>th</sup> as part of your overnight since the departure time is 1pm. Therefore, you, the user, are able to rent April 19<sup>th</sup> 3pm – April 20<sup>th</sup> 1pm.



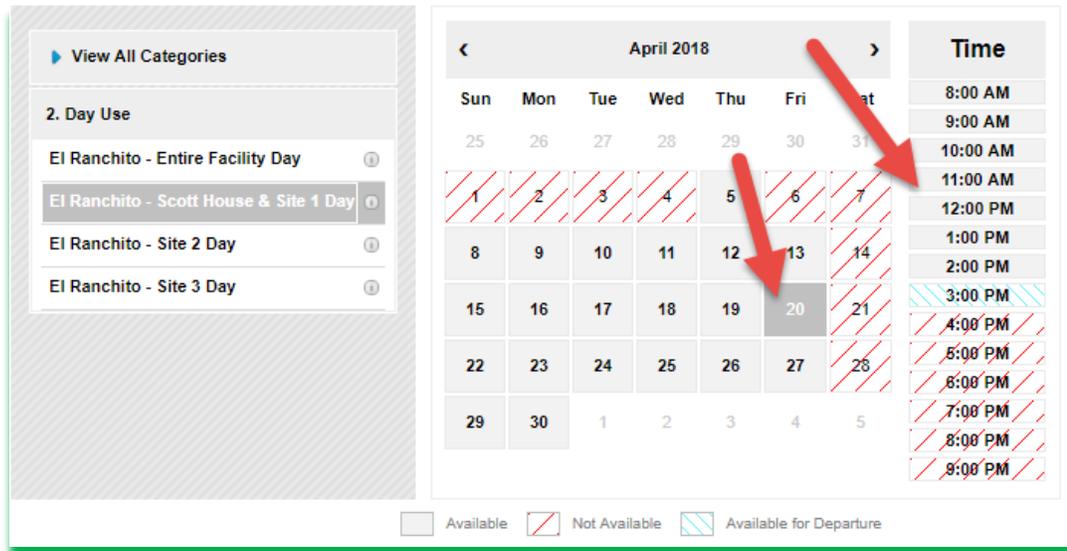
Select your arrival date and departure date by clicking the box, and then click the “reserve” button that appears.

Your reservation will then populate in the cart. Click checkout, and you will be taken through the very simple checkout process.

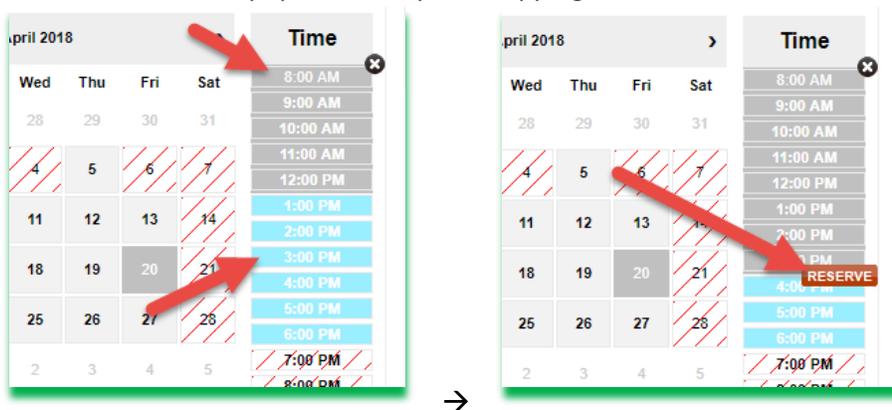


### Day Use

After clicking the “Day Use” category and selecting the space you’d like to use, click the date you want, and a column will appear to your right showing you the available times the facility is open. In the example below, someone has booked the facility already from 3pm-9pm, so it is available 8am-3pm for you to book.



Click your start time and your end time, then click the “Reserve” box when it appears. The reservation will then populate into your shopping cart.



### Hourly Use

The process for Hourly use is the same as Day use, but instead of 5-10 hours, you have a choice of 1-4 hours, Sun-Thurs only. Please follow the same directions for Day use, keeping in mind the time and day restrictions.

- Once you’ve gathered all your reservations into your cart, click checkout and you will be guided through the checkout process – your personal information and information about your event will be collected, and on the final page you have the option to pay via credit/debit or PayPal. *We no longer accept personal checks or purchase orders.*



If you have any questions please reach out to [propertyreservations@girlscoutsla.org](mailto:propertyreservations@girlscoutsla.org) or our customer care line at (213)213-0123.