

# How to Reserve a Property on Doubleknot

Link to our Properties page:

<https://www.girlscoutsla.org/en/discover/our-council/our-locations.html>

Click on the dropdown arrow to see the list of our properties (A). Select the property you would like to make the reservation (B).

The perfect backdrop for memorable moments.

Girl Scouts of Greater Los Angeles operates two mountain camps and 16 multi-use centers that span the diverse communities of Los Angeles County and parts of San Bernardino and Kern Counties—and are [available for rent](#) year-round.

Directory of GSGLA Properties **A**

Directory of GSGLA Properties			
<b>Arcadia</b> 139 E. Foothill Blvd. Arcadia, CA 91006	<b>Canoga Park</b> 22323 Sherman Way #4 Canoga Park, CA 91303	<b>Chino</b> 5007 Center Street Chino, CA 91710	<b>Covina</b> 1290 N. Hollenbeck Ave. Covina, CA 91722
<b>El Rancho</b> 4040 N Bellflower Blvd. Long Beach, CA 90808	<b>Inglewood</b> 423 N. La Brea Ave. Inglewood, CA 90302	<b>Johnstone</b> 146 W. Arrow Hwy. San Dimas, CA 91773	<b>La Casita</b> 150 E. Pomello Dr. Claremont, CA 91711
<b>Lakota</b> 11220 Dorothy Ln. Prazier Park, CA 93225	<b>Long Beach</b> 4040 N. Bellflower Blvd. Long Beach, CA 90808	<b>Marine Landing</b> 5865 Appian Wy. Long Beach, CA 90803	<b>Mariposa</b> 615 E. Mariposa St. Altadena, CA 91001
<b>Montrose</b> 2732 Montrose Ave. Montrose, CA 91020	<b>Ouito Rancho</b> 1801 Ouita Camp Rd. Big Bear Lake, CA 92315	<b>B San Gabriel</b> 1305 Prospect Ave. San Gabriel, CA 91776	<b>Santa Clarita</b> 18316 Soledad Canyon Rd. Santa Clarita, CA 91387
<b>Upland</b> 313 E. Foothill Blvd. Upland, CA 91786	<b>Whittier</b> 12708 Broadway Ave. Whittier, CA 90601		

You will arrive at the Reservation page. From here you can book dates for the selected property (A) or select a different property (B).

**B** Home Mountain Camps Outdoor Program Centers Community Girl Scout Houses Service Centers Staff Only

See On

### San Gabriel Community Girl Scout House

To see availability and start your reservation, use the calendar feature and choose your space/site (if applicable) followed by the category of use for your stay—Hourly use, Day use or Overnight use. Choose the desired date of your reservation by clicking on the calendar. All reservations start at the top of the hour.

- **Hourly use** is for periods from 1.4 hours. For Troop/Service Unit Meeting use only. Availability for hourly rental is from 1 p.m. - 9 p.m., Sunday - Thursday. Click the start time and end time.
- **Day use** is for 5-10 hours. Availability for day use begins at 8 a.m. - 9 p.m., 7 days a week. Click the start time and end time for the period you wish to use the facility. (up to 10 hours.)
- **Overnight use** is from 3 p.m. on the check-in date to 1 p.m. on the check-out date and is available 7 days a week.

Click **"Reserve"** to add your stay to your cart and click **"CHECKOUT"** to pay and complete your reservation(s). Once your reservation is finalized, a confirmation receipt with a link to additional information and resources will be e-mailed to the e-mail address provided within 24 hours. Facilities are available to book six months out, and no less than 14 days prior to your event. If you have questions or need assistance, please contact Customer Care at (213)213-0123 or [propertyinfo@girlscoutsla.org](mailto:propertyinfo@girlscoutsla.org)

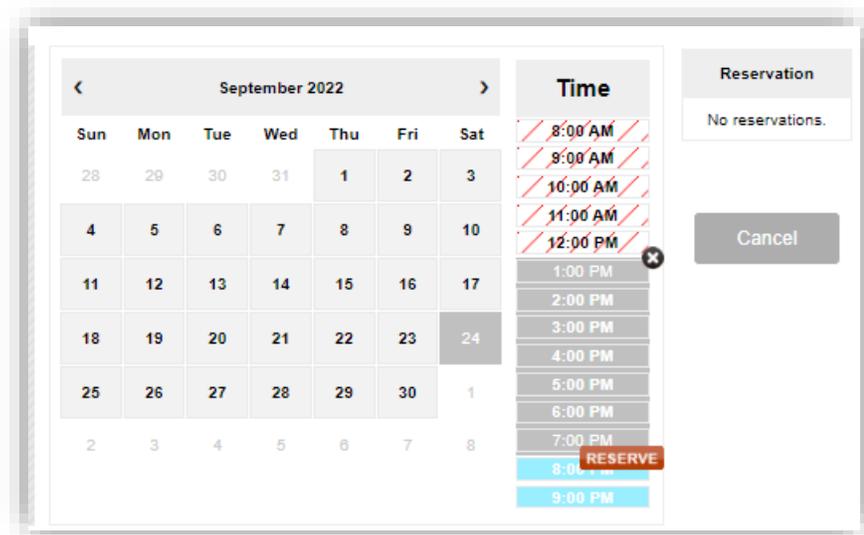
*GSGLA Properties are available for rental by current GSGLA members and may only be used for Girl Scout activities & experiences. Reservations that do not meet these criteria are subject to cancellation.*

**A** Category  
Day Use  
Hourly Use  
Overnight Use

Reservation  
No reservations.  
Cancel

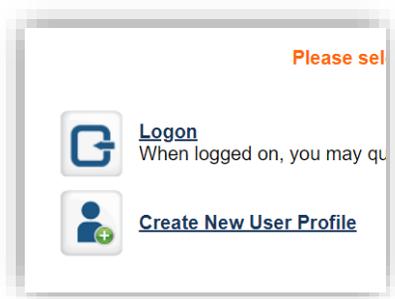
Select a Category

Select the reservation date, start time, and the end time you want and click on “Reserve”.

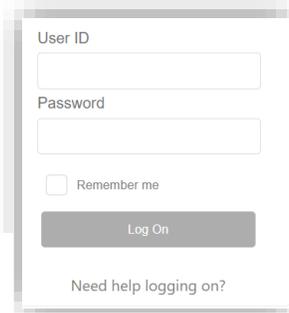


You will be prompted to Logon or Create New User Profile. If you forgot your logon, select the Logon (A) icon, click on the “Need help logging on?” (B), and input the email you have on file for your Girl Scout membership (C). Follow the email instructions for setting up your account with a secure password.

A



B



C



✔ Thanks! We've sent you an e-mail that contains a link to reset your password.

- For security purposes, this link is valid only for the next 24 hours.
- If you do not receive an e-mail within 10 minutes, check your spam folder. If the e-mail isn't there, please [try again](#).
- If the issue persists, please let us know at [propertyinfo@girlscoutsla.org](mailto:propertyinfo@girlscoutsla.org).

We did find multiple logon accounts for your e-mail address. The e-mail you receive will contain information about each account. Once you have successfully completed the password reset you will be given the option to consolidate the accounts.

1. After you logon, you will be asked to provide your group information.

CREATE/EDIT YOUR GROUP INFORMATION

Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.

Group Participants Forms Cart

GROUP INFORMATION

\*Indicates Required Field

\*Group Type

\*Main Contact First Name

\*Main Contact Last Name

\*Email

\*Address

\*City

\*State

2. Provide number of participants.

SG - ENTIRE FACILITY DAY

Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.

Group Participants Forms Cart

How many?

Adults 0

Girl Scouts 0

Tagalongs (Non-members) 0

3. Review and accept the terms of Property Rental Agreement

Property Rental Agreement  
Girl Scouts of Greater Los Angeles (GSGLA)

Property reservation and has read and agrees to follow the Property Reservations (GSGLA).  
the care and cleanliness of the facility during the rental period.  
GSGLA's Volunteer Essentials and Safety Activity Checkpoints as it relates to v  
g all food and supplies. GSGLA assumes no responsibility for rental items from  
ision of health care, first aid and emergency transportation, if needed, for the s

After all information is provided you will arrive at the "Shopping Cart". You can apply discount code, if any here (A). Click on "Checkout" to next page.

SHOPPING CART

Description	Amount
SG - Entire Facility Day <a href="#">Edit</a> 9/24/2022 1:00 PM - 7:00 PM 6 Adults @ \$0.00 5 Girl Scouts @ \$0.00 3 3P (covers accidents & illness; is primary coverage)	\$48.00 \$50.10
<b>Subtotal</b>	<b>\$50.10</b>

Discount Codes

[Keep shopping...](#)

An online payment is required to complete your reservation. If you have a gift card credit, select the Gift Card (A). Input your payment information and click on make payment. A receipt will be sent in a confirmation email to the email address provided.

PAYMENT & BILLING INFORMATION **A**

Please choose your payment type:

PayPal  VISA  MasterCard  American Express  Discover  Gift Card  Other

\*Indicates required fields

Credit Card

\*Credit Card Number:

\*Card Security Code:  [What's this?](#)

\*Expiration Date:

Name and Billing

\*Cardholder Name:

\*Address 1:

Address 2:

SUMMARY

Total \$50.10

Balance Due \$50.10

ADMINISTRATOR ONLY

Do not send e-mail confirmation

Send user ID and password to registration owner

Note: As an administrator, you can complete this order without paying even though payment is required.