

# 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

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

The screenshot shows a reservation interface. On the left is a calendar for September 2022. In the center is a 'Time' selection list with options from 8:00 AM to 9:00 PM. The 8:00 AM slot is highlighted in blue and labeled 'RESERVE'. On the right is a 'Reservation' panel showing 'No reservations.' and a 'Cancel' button.

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

This screenshot shows two options: 'Logon' with a Girl Scout logo icon and 'Create New User Profile' with a person icon and a plus sign. The text 'Please select' is visible at the top right.

B

This screenshot shows a login form with fields for 'User ID' and 'Password', a 'Remember me' checkbox, and a 'Log On' button. Below the button is the text 'Need help logging on?'.

C

This screenshot shows a 'RECOVER YOUR PASSWORD' form with the instruction 'To help us find your account, please enter your e-mail address.' and a 'Continue' button.

✔ 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 login, 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)**

I have made a property reservation and have read and agree to follow the Property Reservations (GSGLA).

I agree to maintain the care and cleanliness of the facility during the rental period.

I agree to follow GSGLA's Volunteer Essentials and Safety Activity Checkpoints as it relates to volunteer activities.

I agree to provide all food and supplies. GSGLA assumes no responsibility for rental items from the time of health care, first aid and emergency transportation, if needed, for the duration of the rental period.

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
<b>SG - Entire Facility Day</b> <a href="#">Edit</a>	\$48.00
9/24/2022 1:00 PM - 7:00 PM	\$50.10
6 Adults @ \$0.00	
5 Girl Scouts @ \$0.00	
3 3P (covers accidents & illness; is primary coverage)	\$2.10
<b>Subtotal</b>	<b>\$50.10</b>

Discount Codes  **A**

[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 ☐ Discover ☐ American Express ☐ Gift Card

\*Indicates required fields

**Credit Card**

\*Credit Card Number:

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

\*Expiration Date:  January  2023

**Name and Billing Address**

\*Cardholder Name:  Nancy  M  Au

\*Address 1:  1150 S Olive St, Suite 600

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.