

# **GSTOP Facility Usage Guidelines and Agreement**

## **Entering the Facility**

- In order to enter the facility, you must use the key fob provided. You will notice the door reader light turn green indicating that the door was unlocked.
- Please do not prop outside doors open.
- If using the room after the office has closed, all doors must remain locked, and you must let people in as they arrive.
- You may set up the chairs and tables in whatever way you would like. However, make sure they are returned to the original setting.
- No smoking, narcotics, drug paraphernalia, consumption of alcohol, foul or abusive language, gambling, weapons, or fires are allowed on property.
- Do not use tape on any of the walls to hang up items.
- Children accompanying adults to meetings must always be properly supervised and not allowed to run and/or play with office equipment, furniture, flags, etc.

## **During the Meeting**

- Please do not prop outside doors open.
- Children accompanying adults to meetings must always be properly supervised and not allowed to run and/or play with office equipment, furniture, flags, etc.
- After the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.
- Safety Activity Checkpoint adult ratio must always be maintained. (See below)

## **Leaving the Facility & After the Meeting**

- Make sure that all chairs and tables are returned to their original place.
- After the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.
- Check the restrooms to see that there is no litter in the sinks, on the floor, or inside the toilets.
- Make sure all lights are turned off.

## **Safety Tips**

- If your meeting is not during normal business hours, keep exterior doors locked during your meeting.
- If you leave after sunset, move your car close to the door in a well-lit area.
- Have your car keys in your hand and ready when leaving.
- When possible, leave in pairs.
- Make certain all doors are locked when leaving
- Arm the building before leaving with the alarm code provided
- In the event of an emergency call 911 first then let council know by calling 817-869-0750 and complete an incident report

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Age Level	Up to ## girls	Min Adults	Additional adults needed	Example
Daisy	12	2	1 adult per 6 girls	13 girls = 3 adults
Brownie	20	2	1 adult per 8 girls	21 girls = 3 adults
Juniors	25	2	1 adult per 10 girls	26 girls = 3 adults
Cadettes	25	2	1 adult per 12 girls	26 girls = 3 adults
Seniors /Ambassador	30	2	1 adult per 15 girls	31 girls = 3 adults

To book at a GSTOP facility, you must be a current adult member with an eligible criminal background check. GSTOP reserves the right to cancel future reservations for any group not adhering to the guidelines and processes above.

GSTOP reserves the right to cancel future reservations for any group not adhering to the guidelines and processes above or if there are two consecutive no show. In the event we need to cancel your reservation, we will notify you and work with you to reschedule.

*"A Girl Scout always leaves a place better than they found it."*