

# Hotel Chipeta & Outdoor Program Center



*Hotel Chipeta and the  
Outdoor Program Center*  
580 24 1/2 Rd  
Grand Junction, CO 81505

## Grand Junction

### Office Contacts

*Ashley Douglas*

**Phone**

970-628-8004

OR

970-712-3276

Email

[ashley.douglas@gscolorado.org](mailto:ashley.douglas@gscolorado.org)

## Property

### Administrator

*Elizabeth Hill*

**Phone**

303-607-4843

Email

[Elizabeth.hill@gscolorado.org](mailto:Elizabeth.hill@gscolorado.org)

## Registration/ Customer

### Support

**Phone**

877-404-5708



## Check-in Procedures

- **For overnight use**
  - **Check-in is 3:00 PM(MST)** the first day of your reservation
  - **Check-out is 12:00 PM(MST)** the last day of your reservation
- **For day use**
  - **Please check in and out at your scheduled times**
- Please contact Grand Junction office staff prior to arrival for after-hours or weekend use.
- Each volunteer must have their own access number and it is not to be shared. It is a 5 digit number and cannot be your troop number or a local zip code. If you do not have a code, please email Ashley Douglas to get one no later than 3 days prior to the start of your reservation. Each code is assigned to one volunteer and that volunteer is responsible for access obtained using that code. If that volunteer is no longer meeting regularly at the space, the code will be deleted. You cannot have one "troop code" that you share. Again, **ONLY** registered, background-checked volunteers can have access codes, and these codes may not be shared with others, including adults and children.
- Please note that Hotel Chipeta and the Outdoor Program Center are located in an office building, and another organization has access to the building. The building is secure, and only Girl Scouts employees and employees from the other organization have keys. You may encounter an employee during your stay. All of these employees have completed a background check.

## Parking

- There is ample parking available at the Grand Junction office for groups staying at Hotel Chipeta and the Outdoor Program Center.
- Be sure to tell the office staff if a car will be there overnight.
- No RVs are allowed on property.

# Our Sites

## Hotel Chipeta/Monument Room

Hotel Chipeta is a large room that can accommodate up to 25 people for meetings, program events, trainings, ceremonies and overnight stays. The Monument Room is the small conference room at the east end of the building that can accommodate up to 12 people for meetings, program events, trainings and ceremonies. There are no kitchen facilities when reserved for day use. There is one microwave, an electric griddle, and a small refrigerator; guests must bring their own paper supplies and food. There are two restrooms and no shower facilities. There is a smart TV which can be used for showing movies, or can be hooked up to a laptop for presentations. Free Wi-Fi is available, the username is GSCO Guest and the password is Samoa1912. These rooms are upstairs and not handicap accessible. The controls for the heating/cooling system are located on the wall along with the instructions for using.



## Outdoor Program Center



The Outdoor Program Center is an outdoor area behind the building. The area has a gazebo with three picnic tables, a gas grill and a fire pit (for cooking fires only) available for use. Move the gas grill into the open area before grilling; do not grill under the gazebo for safety reasons. There is an area for tents and a large grassy area for games and activities; tents are not to be set up on the grass. When reserving the Outdoor Program Center, you will also need a door code to access the bathrooms, which are upstairs and not handicap accessible.

# Safety

- Check the location of fire exits and review your exit plan upon arrival.
- Don't allow children to play on the stairs or hang on the handrails.
- Do not prop open any doors, including the door to the restroom.
- Only small cooking fires are allowed in the fire pits. Absolutely no bonfires. Guests will be responsible for any fines if the fire department is called. Firewood is not provided.
- Supervision of children is required at all times.
- Tents should be set up on the gravel area near the big gate. Do not set up tents in the grass.
- There is absolutely no wading or playing in the pond or on the rocks around or near the pond. The rocks are slippery and serious injury could result. Guests will be responsible for any damage caused to the pond liner due to wading.
- The small gate in the Outdoor Program Center has a combination that is needed to enter and leave the property. The gate will close and lock behind you, and you will need to re-enter the combination to re-open the gate. If you have any difficulty with the combination, hit the "C" or "clear" button and re-enter the combination.
- Always turn the knob toward the Dumpster.

# Council Policies

All guests are responsible for knowing and following all Council Policies regarding their reservation. Review the Terms & Conditions as listed on your reservation prior to your stay. Guests are reminded that smoking is not permitted on property. Pets are not permitted at Hotel Chipeta or the Outdoor Program Center: certified service animals only.

Please report all damage to the Grand Junction office at 970-628-8004. For your own protection, do not allow girls to let individuals into the building. All employees will have their own keys. Be sure to lock your cars.

For assistance after-hours, please call or text Ashley Douglas at 970-712-3276.

## Clean-Up & Check-Out

Girl Scouts should be sure to leave places as clean or cleaner than they found them. Guests who do not complete the required cleaning may be charged a \$100.00 cleaning fee. Cleaning supplies are located in the corner cabinet in Hotel Chipeta. Trash cans are not provided in the Outdoor Program Center: guests must bring their own trash bags.

For Hotel Chipeta

- Wipe off tables with provided wipes and place chairs on chair rack
- Vacuum floor and empty the vacuum after doing so
- Place trash in the Dumpster, located in the parking lot—extra bags are in the corner cabinet in Hotel Chipeta
  - Do not leave trash bags outside the Dumpster
  - The dumpster key is located right inside the door, at the bottom of the stairs. Please be sure to replace the key after use.
- Clean bathrooms
- Pick up trash
- Wipe out sinks and toilet in restroom
- Replace toilet paper and paper towels if necessary with provided toilet paper and paper towels

For Outdoor Program Center

- Pick up all trash
- Brush and clean off grill, if used
- Place trash in the Dumpster, located in the parking lot—a key to the Dumpster will be provided
  - Do not leave trash bags outside the Dumpster
- Turn off all lights in bathrooms, hallway and/or kitchen.
- Lock all gates/doors.

Guests must complete all of the following upon their departure:

- Close all windows.
- Turn off thermostat.
- Turn off all lights and bathroom fans, including in the bathrooms, hallways, and the lights at the bottom of the stairs
- Be sure doors and gates are secured before leaving, and the Dumpster is locked
- Have one adult walk through the entire property to ensure everything has been cleaned and secured
- Check out with staff if they are still in the office

# Driving Directions

From I-70: Exit I-70 at 24 Rd.

1. Exit I-70 at 24 Road
2. Head south out of the round-about on 24 Road
3. Turn left on Patterson Road
4. Turn right on 24 1/2 Rd and travel a quarter mile
5. Watch for the Girl Scout sign on the left side of the street
6. Turn left into Valley Plaza parking lot and make another quick left into the Girl Scout parking lot.

# Road Map

