

Make Your Reservation

Written by Mike Swofford

Monday, 17 January 2011 14:52 - Last Updated Saturday, 05 February 2011 15:24

SAC Reservation Hours:

The SAC is available for reservation during a limited set of hours, dependent on holidays, council event times, and staff availability. For information on reservation priority and guidelines, please see the [SAC Usage Guidelines](#) page. The following are the times when the SAC is generally available for reservation. Groups are asked to plan their events to fit within these times, including set-up and clean-up times. Please contact the Meeting Manager for more information or questions.

	Sunday	12pm - 6pm
Monday	8am - 9pm	
Tuesday	8am - 9pm	
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Thursday	8am - 9pm	
Friday	8am - 9pm	
Saturday	9am - 9pm	

Also, please be aware of holidays and other special times by reviewing the [council calendar](#) .

Before you Reserve...

Before you make your reservation, here's a few key steps to make assist with the reservation process:

- **Identify a group contact person** -- this person will be the main contact with the Meeting Manager to arrange details and confirm the reservation.
- **Review what's available in each room** -- visit the [Cub Den](#) , [Marge Schott Conference Room](#) , [Board Room](#) , and [Baker Activity Center](#) pages for amenities and expectations.
- **Understand the [SAC Usage Guidelines](#)** -- all the members of your group will be expected to adhere to the applicable guidelines and you should be aware of any limitations to your event plans.
- **Be prepared to set-up and clean-up** -- generally, groups are asked to provide their own meeting set-up and tear-down/clean-up in order to assist with the preparation of the rooms for the next group.

Belinda Francisco, Meeting Manager

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Reservations for the Scout Achievement Center are managed by the Dan Beard Council's Meeting Manager, Belinda Francisco. Belinda has been a member of the council staff for 30 years and is always eager to make your event the best it can be! Belinda is responsible for managing the reservation calendar, working through event logistics, and providing general event support.

To get started with your SAC reservation, check availability, or ask about room details, contact Belinda during the [regular business hours](#) .

Belinda Francisco, Meeting Manger

Phone: (513) 577-7685

Fax: (513) 577-7738

Emergencies only: (513) 386-4954 or (513) 276-6986.

Email: belinda.francisco@scouting.org

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