

THETFORD LODGE DRAWING FORM

Seasons: FALL [10/1- 1/31] SPRING [2/1- 5/31] SUMMER [6/1- 9/30]

Deadlines for drawing requests: FALL- 9/1 SPRING - 1/1 SUMMER - 5/1

To be eligible for Thetford's seasonal drawing, return completed form to the Information Center by NOON, on or before the above stated deadline.

Please Indicate Use: **Personal** [] ***Departmental** [] ****Student Group** []

Your Name: _____

Campus Phone Number: _____ Home Phone Number: _____ e-mail: _____

Group or Department Name: _____

* An **Account Number** for the charges is required for Departments & Student Groups: _____

** A **Willamette Advisor** or Contact is required to accompany all Student Groups: _____ Campus Phone Number: _____

Thetford Lodge rental fee is \$50 per day (8:00 am – 4:00 pm) and/or \$50 per overnight (5:00 pm – 4:00 pm). * Departments & Student groups will be charged. Personal use is to be paid, in full, when picking up the key. For the drawings, Student Groups are permitted 2 nights per academic year / personal use by Staff is permitted for 3 nights per fiscal year.

Maximum occupancy for the Lodge is 16 over-night quests, and 25 day-use quests.

Dates Requested for Drawing

[] **Over Night Use** – arrival at 5:00pm & departure time is by 4:00pm the next day
 [] **Day use** – is from 8:00am to 4:00pm - unless otherwise stipulated.

	Arrival Date	Departure Date	# of Nights	# of Guests
1 st Choice:	_____	_____	_____	_____
2 nd Choice:	_____	_____	_____	_____
3 rd Choice:	_____	_____	_____	_____
Any time available during: _____				

Cancellation Notice

Once your reservation has been confirmed, please give **at least six working days'** notice if you must cancel. If notice is not received, the Student Group/Department account **will be charged** or the Individual **will be billed**.

I acknowledge the above cancellation notice, and agree to abide by the policies in affect for usage of the Lodge.

As advisor/contact for a Student Group, I acknowledge my responsibility **to accompany the users to Thetford Lodge, and **to monitor** that users abide by the policies pertaining to and in effect at the Lodge.

Signature: _____ Date: _____