THETFORD LODGE DRAWING FORM


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 Scheduling, Events and Conferences office 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 $60 per day.  * Departments & Student groups will be charged. Personal use is to be paid, in full, when picking up the key at the Scheduling office.  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 guests, and 25 day use guests.

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.

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<tr>
<th>Arrival Date</th>
<th>Departure Date</th>
<th># of Nights</th>
<th># of Guests</th>
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<td>1st Choice:</td>
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<td>2nd Choice:</td>
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<td>3rd Choice:</td>
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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.  I further understand that I am responsible for retrieving the Thetford key and bucket of cleaning supplies from the Office of Scheduling, Events and Conferences before the close of business on the last business day before my reservation.

**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:

[    ]