

Green Bank Dormitory

Deposit Form

A \$50 deposit is required and due within 2 weeks of your reservation date for use of the Green Bank Dormitory. As the chaperone or leader you are required to sign and mail the form along with the \$50 deposit in order to guarantee your reservation of the Green Bank Dormitory. Please remit this information to:

Kristine Sharp
P.O Box 2
Green Bank, WV 24944

You may also email the signed form to krsharp@nrao.edu and make your payment via credit card by contacting Harley Kinder at 304-456-2232.



Although specific dormitory rules and use requirements are posted in the dormitory proper, some general requirements include:

- 1.Chaperone/leaders are required to be responsible for the group behavior, security, and safety. Group leaders will receive keys to the dorm, but it is the group leaders decision as to when the dorms are kept locked or unlocked. Remember - some individuals on site are likely to be observing at very late hours.
- 2.Groups will provide their own sleeping bags, pillows, towels, laundry, and toiletry needs (soap and toothpaste).
- 3.The group is responsible for ensuring that the dormitory is left in a clean state. The Observatory will provide clean-up tools (mops, brooms, pails, dust pans, and garbage bags) in a closet accessible by the group leaders. Please clean up obvious messes made by any members of the group, sweep floors and mop up any spills, and bag the trash and place bags outside in the trash cans.
- 4.There is a laundry room with a washer and dryers. There is no charge for the use of these machines. The Observatory will have available small package laundry soap dispensers, from which individuals may purchase what they need for the laundry room.
- 5.Any damage to GBO property and premises should be reported to Kristine Sharp as soon after the damage discovery as is practical.
- 6.No cooking is allowed in any of the dormitory rooms. However, snacks and drinks within the rooms are permitted.
- 7.Alcoholic beverages, fireworks and firearms of any type are NOT permitted in the dormitory or on GBO property in general.

The deposit will be credited to the final invoice unless:

- 1.A reservation cancellation is received with less than 2 weeks notice prior to the start of the activity start date. The deposit will be forfeited in full.
- 2.The group fails to properly clean the dorm at the conclusion of their stay. The group will forfeit some or all of their deposit.
- 3.The group leaves the condition of furnishings and/or premises in an unreasonably damaged state at the conclusion of their stay. The group will forfeit some or all of their deposit.
- 4.The group fails to turn in the keys.

GBO is not responsible for accidents due to negligent activities of the group. Use of the GBO facilities is granted based on the assumption that the facilities and associated personnel will be treated in a professional and courteous manner. Any unprofessional behavior will not be tolerated and damage or accidents occurring due to this behavior will be the sole responsibility of the group.

I have read and understand the above and signify by my signature that I accept the terms of use and behavior required, as stated.

Group Chaperone/Leader, please print name: _____ on _____

Signed: _____

Group Name & Dates: _____

Address: _____

Email Address: _____