

Green Bank Observatory

Reservation Information

The GBO in Green Bank, West Virginia operates a dormitory for groups of individuals of all ages who have educational activities arranged at observatory facilities. The dormitory can accommodate a maximum of about 60 individuals with chaperones. There are two rooms available for chaperones (maximum of 2 individuals per room) and two larger rooms are available for students (maximum of 30 individuals per room).

Room Rates:

- \$10 per day per person – minimum of \$200 per day (without linens provided by GBO)
- \$20 per day per person - minimum of \$200 per day (with linens provided by GBO)

Meal Rates:

- Student Groups - \$6 breakfast, \$8 lunch, \$9 dinner
- Adult Groups - \$7 breakfast, \$9 lunch, \$15 dinner



Reservations:

Dormitory reservations may not be made until the educational activities have been requested, approved and scheduled. Contact Sue Ann Heatherly (304-456-2209, sheather@nrao.edu) and Kristine Sharp (304-456-2227, krsharp@nrao.edu) to arrange for these activities.

Once the coordinator has received approval of their reservation he/she must send the \$50 deposit (see Deposit Requirements below) along with a copy of the signed Deposit Form to Kristine Sharp.

Cancellation of the dormitory reservation is possible and must be made at least two weeks in advance of the activities date to avoid a penalty (see Deposit Requirements below).

The group leader will also need to:

- Furnish GBO a tax exemption certificate (if tax-exempt)
- Provide GBO with an invoice mailing address

Deposit Requirements:

A \$50 deposit and a Deposit Form signed by the chaperone or leader is required to confirm the reservation (without the signed form and \$50 deposit there is NO reservation). The signed Deposit Form acknowledges the responsibility of the chaperone and individuals. The deposit will be returned in full after the activities have ended unless:

- 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.
- The group fails to properly clean the dorm at the conclusion of their stay. The group will forfeit some or all of their deposit.
- 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.