



Green Bank Dormitory

The NRAO 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

Meal Rates

- Student Groups - \$6 breakfast, \$8 lunch, \$9 dinner
- Adult Groups - \$7 breakfast, \$9 lunch, \$12 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) to arrange for these activities.

Once these activities have been scheduled the coordinator for the group must make reservations for the dormitory. This is done by accessing the Reservations Form on the internet starting at the link <https://bos.nrao.edu>.

Reservations must be made at least 30 days in advance of the scheduled activities but should be completed as soon as the specific activities have been arranged.

Once the coordinator has completed the reservations form 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).

Dormitory Requirements

Specific dormitory rules and use requirements will be posted in the dormitory proper. Some general requirements include:

- Chaperone/leaders are required to be responsible for the group behavior, security, and safety. Group leaders will receive keys to the dorm, and 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.
- Groups will provide their own linens, towels, laundry, and toiletry needs (soap and toothpaste).
- 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.
- There is a laundry room with 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, if necessary.



The group leader needs to confirm the following:

- a. number of students
- b. number of non-students
- c. arrival date and time
- d. departure date and time
- e. number and type of meals required

The group leader will also need to:

- a. furnish GBO a tax exemption certificate (if tax-exempt)
- b. 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. 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.
- b. The group fails to properly clean the dorm at the conclusion of their stay. The group will **forfeit** some or all of their deposit.
- c. 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.

Arrival at Green Bank:

- a. The Green Bank Dormitory is the second building on your right as you enter the Observatory grounds.
- b. Group leader may pick-up key packet in the Jansky Lab outside office 112. The Jansky Lab is the second building on your left as you enter the Observatory grounds.

Cafeteria/Meals:

- * Set Menu (no ala carte menu selections accepted, except for medical reasons).
- * The Cafeteria is the first building on your right as you enter the Observatory grounds.

Payment:

- a. GBO will invoice the school or coordinator for lodging and meals.
- b. Timely payment sent to:

GBO
Attn: Kristine Sharp
PO Box 2
Green Bank, WV 24944