



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

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.

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
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.

I, _____ as a chaperone/leader of the group requesting use of the Green Bank Dormitory, acknowledge the deposit requirements and the dormitory use requirements and agree to abide by them.

Group Name & Dates

Address

Chaperone/Leader Email Address

Signed _____ on _____