



# *Green Bank Dormitory*

October, 2018

The Green Bank Observatory 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 64 individuals including chaperones. There are two rooms available for chaperones (maximum of 2 individuals per room) and two larger rooms 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

## **Reservation Requests:**

Dormitory reservation requests may be made by accessing the Reservations Form on the internet starting at the link. <https://reservations.greenbankobservatory.org/app>. As part of this request you will select educational activities.

Reservation confirmations can ONLY occur AFTER educational activities have been approved.

Book early! Our weekends are in high demand. Please be patient with our scheduling process.

Once the group coordinator has completed the reservations form, he/she must send the \$100 deposit (see De-posit Requirements below), if applicable, a tax exempt certificate AND a signed copy of the Deposit Form to Mark Barnes. Deposits are due within one week of the approval date of your reservation.

The group leader (coordinator) 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, and the number and type of dietary restrictions.

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

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

We reserve the right to cancel a reservation.



### **Dormitory Requirements:**

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

- Chaperone/leaders are responsible for the group's behavior, security, and safety. Group leaders will receive keys to the dorm, and it is the group leader's 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 and undamaged state. The Observatory will provide clean-up tools (mops, brooms, pails, dust pans, and garbage bags) in a closet accessible by the group leaders.

### **Deposit Requirements**

A \$100 deposit and a Deposit Form signed by the chaperone or leader is required to confirm the reservation (without the signed form and \$100 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 less than 1 week from the group's arrival date. The group will forfeit all of their deposit. Exceptions to this rule are natural occurrences beyond our control - known as acts of God.
- 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.
- d. The group fails to turn in all keys and key cards. 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 collect 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 Science Center Cafe or Observatory Cafeteria will be in charge of your meals.
- \* 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. Coordinator will furnish GBO a tax exemption certificate (if tax-exempt)
- c. Coordinator will provide GBO with an invoice mailing address
- d. Payment should be sent within 30 days to:

GBO  
Attn: Mark Barnes  
PO Box 2  
Green Bank, WV 24944