



Green Bank Dormitory

Deposit Form

A \$100 deposit is required and due within 1 week of your Green Bank Dormitory reservation confirmation date. As the chaperone or leader you are required to sign and mail the form along with the \$100 deposit in order to guarantee your reservation of the Green Bank Dormitory. Please remit this information to:

Green Bank Observatory
attn: Mark Barnes
P.O Box 2
Green Bank, WV 24944

The deposit will be credited to the final invoice unless:

1. 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.
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 and key cards. The group will forfeit some or all of their deposit.

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

1. Chaperones/leaders are responsible for the group's behavior, security, and safety. Group leaders will receive keys to the dorm, and it is their decision as to when the dorms are locked or unlocked.
2. A Certificate of Exemption from Sales Tax must be submitted with deposit or sales tax will be charged.
3. Groups provide their own sleeping bags, pillows, towels, laundry, and toiletries (soap and toothpaste).
4. The group is responsible for ensuring that the dormitory is left in a clean state. The Observatory will provide clean-up tools (brooms, dust pans, and garbage bags) in the laundry room in the dormitory.
5. Your final numbers should be given to us one week in advance of your stay. You will be charged for this number (meals AND lodging), unless the number increases, in which case you will be charged for the higher number.

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 and instruct/ inform others in my group to abide by them.

_____ Group
Name & Dates

_____ Address

_____ Chaperone/Leader Email Address

My email address may be shared with other leaders who are sharing the bunkhouse with our group

_____ on _____
Signed