



# COLLEGE CAMP LODGE RESERVATION APPLICATION

A cooperative venture of  
the Student Association,  
the College at Oneonta, &  
Oneonta Auxiliary Services.

Group name: \_\_\_\_\_  
Person responsible for the event: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Group type (F/S, ST, A, C): \_\_\_\_\_  
Type of function: \_\_\_\_\_

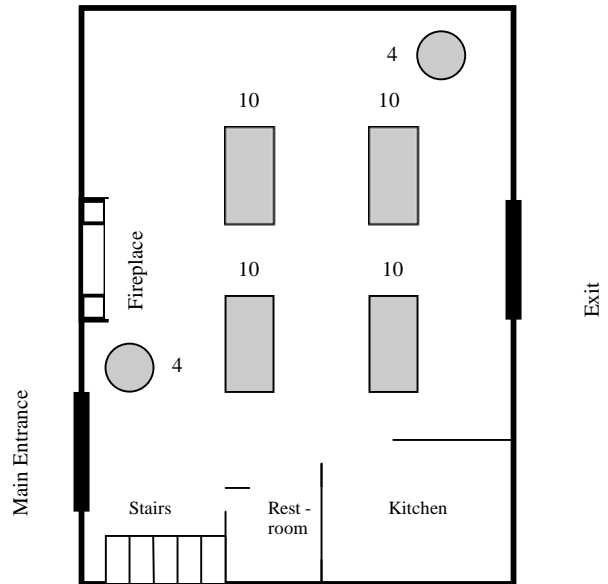
Date of reservation: \_\_\_\_\_  
Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
# of people attending: \_\_\_\_\_ **Overnight maximum is 35**  
**Seated dinner or event maximum is 60**  
Insurance certificate received: \_\_\_\_\_ NA   
Permit received: \_\_\_\_\_ NA   
Usage fee: \_\_\_\_\_ Date rec'd: \_\_\_\_\_  
Security deposit: \_\_\_\_\_ Date rec'd: \_\_\_\_\_

- One person must be responsible for each group and for the conduct of the whole group while using the facilities.**
- Please verify that your arrival and departure times are correct, and be sure to include your setup and cleanup time.** Others may also be scheduled to use the lodge that day.
- The person responsible for the event must meet with the Camp Caretaker at their scheduled arrival time.** Failure to meet with the Caretaker at your arrival time may result in cancellation of the event.
- Please notify OAS of any changes to your reservation.** You may do so by calling the OAS Office at #436-3157 between 8 am and 4 pm, Monday - Friday. If the office is closed, please call the Camp Caretaker directly at #435-4167.
- This reservation is for the main floor of the lodge, and does not imply a reservation for the College Camp property.** The basement of the lodge, including the bathrooms and showers, are always available for any visitors to use. A variety of groups may be on the grounds.
- The camp is open from 7 am until sunset, seven days a week.** There will be occasional times when the College Camp will need to be closed for routine maintenance / repairs or due to inclement weather. Closure times will be posted on the web at <http://collegecamp.oneonta.edu>. OAS will notify you if inclement weather is going to affect your reservation.
- The gate is locked every night at dusk and unlocked at 7 am the following morning.** When the gate is locked the entrance road is officially closed to all but Camp personnel and barring emergencies guests will not be let in or out.
- Sodexo is the food contractor for OAS, and has exclusive rights for catering at the camp;** call #436-3934 to request catering. The only exception is Brooks House of B-B-Q. Groups are welcome to prepare and bring their own food.
- Alcohol consumption is not permitted on camp property,** except when an event is catered by Sodexo.

## STANDARD SETUP

The diagram below shows the standard setup for events at the College Camp Lodge. There are four rectangular tables with 10 chairs/table and two 4' round tables with 4 chairs/table.

Seating: 40-48 people



**You may rearrange the setup as you wish, but are expected to return it to the standard setup at the end of the event.** Four additional 8' tables and 20 chairs are stored on the main floor and are available for your use.

**Please check any items that you would like to use** (and notify the OAS Office of any additional needs when you make your reservation):

- \_\_\_ TV/VCR    \_\_\_ Podium    \_\_\_ LCD Projector    \_\_\_ Screen
- \_\_\_ Easel    \_\_\_ CD Player    \_\_\_ Overhead Projector

**Do you plan to have your event catered?**    \_\_\_ Yes    \_\_\_ No

*I acknowledge that I have read the policies regarding use of the College Camp lodge and property and I agree to follow those guidelines. I understand that this event must be operated in accordance with the laws of New York State and the policies of the State University of New York and State University College at Oneonta. In signing, I accept financial responsibility for any damages to equipment and/or property resulting from misuse or negligence during the reservation period.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_