

SPRUCE LAKE OUTDOOR SCHOOL
School/Group Reservation Form



Fill in the information below and return with the required **\$200 non-refundable deposit** to confirm your program dates. Deposit represents agreement to our terms: The balance of your program cost is due **before your departure** from Spruce Lake. *A minimum of ten (10) participants needed for a program (either by grade or total group). Also, if you cancel your program **eight (8) weeks or less** before your scheduled date, you will be **responsible for 80% of the total program cost**, based on the number of participants reported on your Reservation Form or the Group Update Form, whichever is most current. Keep a copy for your records.

SCHOOL/GROUP: _____ **Today's Date:** ____/____/____

Teacher/Contact Person: _____ **Position:** _____

School Address: _____

City: _____ **State:** _____ **Zip:** _____

School Phone: (____) _____ **School Fax:** (____) _____

School Email: _____ **School Web Site:** _____

Arrival Date: ____/____/____ **Time:** _____ **Departure Date:** ____/____/____ **Time:** _____

PARTICIPANTS (Please itemize by grade when applicable.)

	Number of students	Grade*	Total
		_____	_____
		_____	_____
		_____	_____
		_____	_____
Total number of students _____			_____
Number of teachers _____			_____
Number of other adults _____			_____
Total Number of Participants* _____			_____

IMPORTANT:
PLEASE PLAN FOR MINIMUM OF 2 ADULTS PER 8-12 STUDENTS!

FEES Select your residence program, lodging and meal preference.

PROGRAM (circle one) 2-day 3-day other

LODGING _____ (Building Name)

(circle all that apply) Motel-style Dorm-style Bunkhouse

FIRST MEAL: (circle one)	LAST MEAL: (circle one)	MEAL PLAN: (circle one)
Breakfast	Breakfast	7 Meals 6 Meals
Lunch	Lunch	4 Meals 3 Meals
Dinner	Dinner	other

RETURN TO:
 Director, **SPRUCE LAKE OUTDOOR SCHOOL**
 RR 1 Box 605, Canadensis, PA 18325
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EMAIL: SLOS@sprucelake.org