

Class of 1966 Lodge Policy Synopsis and Renter Agreement

**Policy Synopsis:**

- Use of the Class of '66 Lodge is by reservation only. Reservations must be made in the name of one person – that person must accompany the group for the entire reservation, is responsible for the actions of the group at the Lodge, and for any damages. All reservations are subject to review by the DOC/OPO. Reservations may be denied if the intended use is not appropriate for the facility.
- The *Time of Reservation* is when a reservation is first requested. The entire Booking Fee is required at that time for your reservation to be made. If the reservation is not cancelled in a timely matter, as outlined in *Class of '66 Lodge Reservation Policies*, the booking fee may be forfeited. The *Time of Full Payment* is when all remaining balances for the reservation are paid. This must occur no later than 5 days prior to the start of the reservation (10 days for mailed keys). A list of names of all attendees for the reservation must be provided at this time. No keys will be issued before the time of full payment. A valid credit card or college account must be on file at the time of full payment for the collection of any damages and penalties should they be incurred.
- You may be visited by a Monitor during your reservation to ensure the proper use of the facility and that the '66 Lodge policies are upheld.
- There is a \$10 per key deposit, which will be forfeited if keys are not returned within 5 days of the end of the reservation. Additionally, there is a \$25 per key fee for keys lost entirely.
- Reservations run from **10AM to 10AM**. All the required cleaning should be completed and the Lodge vacated no later than 10AM on the last day of your reservation.
- You are expected to leave the Lodge in the condition you found it or better as outlined in *Class of '66 Lodge Information Sheet*.
- All renters are expected to abide by all State and Federal Laws and the OPO Alcohol Policy. Additionally, all students are expected to abide by the College's Alcohol Policies and by the Standard of Conduct and the College Policies and Regulations.

**Synopsis of Penalties:**

- Failure to cancel reservation as outlined in the policies: Entire booking fee forfeited.
- Failure to return keys within 5 days after use: Forfeit of key deposit: **\$10**.
- Failure to return keys at all: **\$25** per key penalty.
- Misrepresentation of the number of party members or membership status: Per Person fee doubled for each violation.
- Individuals added after the reservation begins: Charged at twice the regular rate.
- Kindling outdoor fires: **\$100** penalty.
- Failure to leave the Lodge in a satisfactorily clean manner: **\$50** penalty.
- Any damages: charged in full including the cost of materials, labor, and transportation. Please report any damages you observe upon your arrival immediately to the OPO offices.

**Signature**

Please remember that the actions of individuals renting '66 Lodge reflect on the image of the Dartmouth Outing Club, Dartmouth Students, and Dartmouth College.

This document is a synopsis of the *Class of '66 Lodge Reservation Policies*. By signing below, you agree that you have read this Synopsis and understand that you are responsible for everything as outlined here, in the *Class of '66 Lodge Reservation Policies*, and elsewhere (e.g. NH Law). By signing, you also agree to take full responsibility for all the actions of your group both legally and financially.

*A signature below is required no later than the time of full payment.*

Questions or Comments: DOC Business Office - 603.646.2834

---

I, the undersigned, have read the document above, agree to abide by it, and take full responsibility for my group at all times while on Dartmouth College Property.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Class Year \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Reservation Dates \_\_\_\_\_ 10AM to \_\_\_\_\_ 10AM

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