



Green Bank Dormitory

The NRAO 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 a maximum of about 60 individuals with chaperones. There are two rooms available for chaperones (maximum of 2 individuals per room) and two larger rooms are available for students (maximum of 30 individuals per room).

Room Rates

The charge is \$5 per individual per day with a minimum of \$150 per day. A \$50 deposit is also required (see Deposit Requirements below). Meals are available in the cafeteria for a flat rate of (a) breakfast - \$5, (b) lunch - \$6 and (c) dinner - \$6.

Reservations

Dormitory reservations may not be made until the educational activities have been requested, approved and scheduled. Contact Sue Ann Heatherly (456-2209, sheather@nrao.edu) to arrange for these activities.

Once these activities have been scheduled the coordinator for the group must make reservations for the dormitory. This is done by accessing the Reservations Form on the internet starting at the link

<http://wwwlocal.gb.nrao.edu/~cbignell/res/res.php?view=Reservation>

Reservations must be made at least 30 days in advance of the scheduled activities but should be completed as soon as the specific activities have been arranged.

Once the coordinator has completed the reservations form he/she must send the \$50 deposit (see Deposit Requirements below) along with a copy of the *signed* Deposit Form to Becky Warner.

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

Dormitory Requirements

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

- (a) Chaperone/leaders are required to be responsible for the group behavior, security, and safety. Group leaders will receive keys to the dorm, but it is the group leaders 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.
- (b) Groups will provide their own sleeping bags, pillows, towels, laundry, and toiletry needs (soap and toothpaste).
- (c) The group is responsible for ensuring that the dormitory is left in a clean state. The Observatory will provide clean-up tools (mops, brooms, pails, dust pans, and garbage bags) in a closet accessible by the group leaders.



- (d) There is a laundry room with washer and dryers. There is no charge for the use of these machines. The Observatory will have available small package laundry soap dispensers, from which individuals may purchase what they need for the laundry room.

Deposit Requirements

A \$50 deposit and a Deposit Form signed by the chaperone or leader is required to confirm the reservation (without the signed form and \$50 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 with less than 2 weeks notice prior to the start of the activity start date. The deposit will be forfeited in full.
- (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) Key must be returned.

