

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 **twelve (12) 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 Web Site: _____

School Email: _____

On-Site Contact Cell Phone:(____) _____

Arrival Date: _____/_____/_____ Time: _____ Departure Date: _____/_____/_____ Time: _____

PARTICIPANTS (Please itemize by grade when applicable.)



<i>Number of students</i>	}	Grade*	Total
		_____	_____
		_____	_____
		_____	_____
		_____	_____
		_____	_____

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

Total number of students _____

Number of teachers _____

Number of other adults _____

Total Number of Participants* _____

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 Cabins

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**
 5389 Route 447, Canadensis, PA 18325
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