

Langwood Education Center Reservation Form

Reservation is not guaranteed until completed form, rental fee, and deposit are received.

Group Name _____ Contact Person _____
 Address _____ City _____ State _____ Zip _____
 Ph Work _____ Ph Home _____ Email _____

DATE NEEDED

Arrival Date ____/____/____ Arrival Time _____ AM / PM Anticipated Group Size: _____
 Departure Date ____/____/____ Departure Time _____ AM / PM

ANTICIPATED USE (check all that apply) Lodge Restrooms Canoes Dorm Beer*

*Keg or other container exceeding 1 quart in size requires **special deposit** (see below) and additional signed agreement.



Langwood Fee Schedule (July 2005-June 2006)				
Group Type (Check One)	GroupType	April—October	November—March*	Programming Fee**
	Youth Group	\$37/day \$68/overnight \$105/weekend	\$32/day \$53/overnight \$79/weekend	In county: no fee Out of county: see below
	Private Group	\$89/day \$168/overnight \$231/weekend	\$58/day \$79/overnight \$147/weekend	\$26/hour per staff person
	Non-Louisiana County School***	\$1.00/student/day	\$1.00/student/day	

All rates may be pro-rated.
 * Water is turned off in lodge and restrooms during these months, portable toilet provided Mattresses are removed from dorm.
 **Challenge course fees are different, call LCCB office for rates
 ***No fee charged for adults

Assurance of Proper Use (must be signed)

We (I) agree to follow all LCCB rules, leave the facilities clean and free from damage and to respect neighbors' property. We (I) further understand failure to do so may result in my forfeiture of deposit money and eviction from Langwood Education Center and future restrictions.

 (signature)

Deposit Fee, due at time of reservation:

Deposit Required: \$ 50.00 \$ 50.00
 Beer Deposit: \$100.00 \$ _____
Total Deposit Fees Enclosed: \$ _____

Rental Fee, due at time of reservation:

Facility rental fee: \$ _____
 Programming fee: \$ _____
 Keg permit fee: \$15.00 \$ _____
Total Rental Fees: \$ _____

Cancellation Policy: Private groups canceling within 2 weeks of their reservation date are charged \$50. Youth groups canceling within 2 weeks of their reservation date are charged 25% of their rental fee.

Return **completed form**, along with **deposit and rental fee (paid by 2 separate checks)** to:

LANGWOOD RESERVATION
 LOUISIANA COUNTY CONSERVATION BOARD
 P.O. BOX 261
 WAPELLO, IA 52653-0261

Tel: (319) 523-8381

Email: lccb@lccb.org

Website: lccb.org

Office Use Only

Date Reservation Received: _____ Deposit Paid: \$ _____ Rental Paid: \$ _____
 Check number _____ Check number _____

Post inspection Notes (attach checklist): _____

Deposit: _____ Amount returned _____ Date returned _____ Date deposited _____ Deposit kept on file for future reservations

Cancellation: _____ Date of cancellation _____ Date deposit returned _____ Date deposit kept, user fee returned