

LODGING REQUEST FORM

Res Log #: _____



Council on Law Enforcement Education and Training

2401 Egypt Road – Ada, OK – 74820-0669

Main Phone: 405-239-5100

Today's Date: _____

Agency: _____

Contact Name/Title

(type or print): _____

Agency Address: _____

City: _____

State: _____

ZIP: _____

Agency Telephone: _____

Email: _____

Attendee (if different

than Contact Name): _____

Attendee Phone: _____

Attendee Email: _____

School or Event Name: _____

Arrival Date: _____

Departure Date: _____

Nights

Lodging _____

FEES (Authority OAC 390:55-1-11)	Basic Cadet/Refresher-Reciprocity student (no meals)	No Charge
	Adjunct (meals included)	No Charge
	ALL OTHERS (no meals)	\$ 20.00/ per night

In making this request to lodge at the K.O. Rayburn Training Center for **any reason**, the undersigned agrees to:

1. Comply to the Academy's Rules, Regulations and Guidelines while attending, teaching, or coordinating the usage.
2. Comply to the Official Rules Governing CLEET 390:55-1-10. Reservation requests
(c) Cancellation of reservations. Facility reservations must be cancelled three days in advance. Lodging room reservations must be cancelled 24 hours in advance (**in writing or email**).
**Reservations not cancelled will be charged the full fee amount.
3. Agree to pay incurred charges.

RETURN COMPLETED FORM TO: heath.green@cleet.state.ok.us

Signature: _____

Date: _____

****Adjuncts will be provided BED LINENS and TOWELS all others must bring your own****
We suggest that adjuncts still bring a set of linens and towels.

The Secretary of State's Office of Administrative Rules is responsible for publishing the Official Rules governing CLEET (Title 390).

Official rules may be accessed at: www.oar.state.ok.us/oar/codedoc02.nsf/frmMain

CLEET USE ONLY:

Approved By	Date Approved	Rate	Room Assigned	Date Confirmed