

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: _____

Nights
Lodging _____

Arrival Date: _____ Departure Date: _____

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: cordell.maxwell@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