

## Questions and Answers about Lodging at the CLEET Facility:

**1. Do I need to fill out a housing request?**

- a. Yes, everyone but the basic academy students must fill out a housing request. This includes, but is not limited to, make-up students, continuing education students, and reciprocity students.

**2. Where can I get a housing request?**

- a. You can call the front desk at (405) 239-5100 and request one to be faxed to you.

**3. Who do I send the housing request to?**

- a. Please fax the housing request back to (405) 239-5180 Attn: to Jeanelle Van Buskirk

**4. When should I turn the housing request in?**

- a. To make sure that there will be a room available for you, please turn the housing request in as soon as possible. We suggest at least one week before you are due to arrive.

**5. When will I know if I have a room?**

- a. A confirmation will be sent to the fax number you provide on the housing request a few days before you are schedule to be here.

**6. Do I need to pay for my room?**

- a. Yes, if you are a continuing education student or are coming for a specialized class (ex. Firearms update), you will need to pay for your room.
- b. No, if you are a basic student, make-up student, adjunct, reciprocity student, or over 5 student you do not have to pay for your room. Please make sure that you indicate on the request what you need lodging for.

**7. Who do I pay for my room?**

- a. You will pay a cashier in the Private Security division.

**8. How much are the rooms a night?**

- a. The rooms are \$20 per bed, per night.

**9. What forms of payment do you accept?**

- a. Cash, Business Check, Money Order, Cashier's Check, Bank Certified Check, and Purchase Order

**10. Will I have a roommate?**

- a. There are three beds in each room. We house two people to a room, unless we are running out of rooms, then it will be three to a room.

**11. When should I pay for my room?**

- a. You must pay your bill before you check out.

**12. If I come in on the weekend, what time should I be here?**

- a. Anytime we have a class that is scheduled to come in on a Monday we will try to make arrangements for you to check in on Sunday. The check in time will always be from 5pm to 7pm. After 7pm there will be no one here to check you in. No exceptions.

**13. Do I need to bring my own linens?**

- a. We provide the linens, however, you must bring your own pillow and we recommend that you bring an extra blanket with you.

**14. What time do I need to check in during the week?**

- a. During the week you must be here between 8am and 5pm to be checked in. There will not be anyone here to check you in after that.

**15. Who do I contact to find out if there is housing available for the times that I need to stay there?**

- a. Please contact Jeanelle Van Buskirk at (405) 239-5125. If you cannot reach her call (405) 239-5100.

**16. Do I have to pay for the key or meal card if I lose it? If so, who do I pay?**

- a. Yes, if you lose either of these there is a charge for them. A meal card is \$2 and a room key is \$10. You must pay a cahier in the Private Security Division then take the receipt to Jeanelle Van Buskirk so she can clear your balance.