

## FAQ about Lodging at the CLEET Facility:

1. Do I need to fill out a housing request?
  - a. Yes, everyone but basic academy students, Over 5 and Reciprocity students must fill out a housing request. This includes, but is not limited to, make-up students, and continuing education students. Please fill out the appropriate request for your stay.
2. Where can I get a housing request?
  - a. You can call the front desk at (405)239-5100 and ask for one to be emailed to you or you can find the request under CLEET Forms on the CLEET website.
3. Who do I send the housing request to?
  - a. Please email the housing request back to Cindy Donnelly at [cindy.donnelly@cleet.state.ok.us](mailto:cindy.donnelly@cleet.state.ok.us) or to Keith Miller at [keith.miller@cleet.state.ok.us](mailto:keith.miller@cleet.state.ok.us).
4. When should I turn the housing request in?
  - a. To ensure that there will be a room available, please turn the housing request in as soon as possible.
5. When will I know if I have a room?
  - a. A confirmation will be sent to the email address you provide on the housing request.
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. Training Initiative), 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 fill out the appropriate request form.
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 agreement
10. Will I have a roommate?
  - a. Yes.
11. When should I pay for my room?
  - a. You must pay your bill before you arrive or before you check out.

12. Can I come in on the weekend or after business hours?
  - a. Yes, you will need to contact Cindy Donnelly or Keith Miller for instructions on key pick up and gate entry.
13. Do I need to bring my own linens?
  - a. You must bring your own linens, including pillow, towels, and toilet paper.
14. Are meals provided?
  - a. Meals are provided for adjuncts and basic academy students. Meals are NOT provided for continuing education students, make-up students, or Over 5 and Reciprocity students.
15. Who do I contact to find out if there is housing available for the times that I need to stay?
  - a. Please contact Cindy Donnelly at [cindy.donnelly@cleet.state.ok.us](mailto:cindy.donnelly@cleet.state.ok.us).
16. Do I have to pay for the key if I lose it? If so, who do I pay?
  - a. Yes, a room key is \$10. You must pay a cahier in the Private Security Division then take the receipt to Cindy Donnelly so she can clear your balance.

Lodging Contacts:

Cindy Donnelly (405)239-5123 or [cindy.donnelly@cleet.state.ok.us](mailto:cindy.donnelly@cleet.state.ok.us)  
Keith Miller (405)239-5175 or [keith.miller@cleet.state.ok.us](mailto:keith.miller@cleet.state.ok.us)