

# REQUEST FOR LODGING RESERVATION

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 \_\_\_\_\_

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

*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.*  
<https://www.ok.gov/cleet/documents/2018%20Final%20Rules%20Eff%209-14-18%20.pdf>
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*). **\*\*Reservations not cancelled will be charged the full fee amount.**
3. *Agree to pay incurred charges.*

**RETURN COMPLETED FORM TO :**

**[cindy.donnelly@cleet.state.ok.us](mailto:cindy.donnelly@cleet.state.ok.us) or [keith.miller@cleet.state.ok.us](mailto:keith.miller@cleet.state.ok.us)**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*BED LINENS and TOWELS NOT PROVIDED\*\***

CLEET USE ONLY:				
Approved By	Date Approved	Rate	Room Assigned	Date Confirmed