



Council on Law Enforcement Education and Training

2401 Egypt Road – Ada, OK – 74820-0669

P: 405-239-5100 F: 405-239-5180

www.ok.gov/cleet

REQUEST for LODGING RESERVATION

Date of Request: _____

Agency: _____

Contact Name
(type or print): _____

Agency Address: _____

City: _____ State: _____ ZIP: _____

Agency Telephone: _____ FAX: _____

Attendee (if different than Contact Name): _____

Attendee Phone: _____

School or Event Name: _____

Arrival Date: _____ Departure Date: _____ # Nights
Lodging _____

FEES <i>(Authority OAC 390:55-1-11)</i>	CLEET	Capacity	Rental Fee Full Day
	Lodging per Bed		
Item		Cost Per Item	
Lost Room Key			\$ 10.00
Lost Food Service Card <i>(Payable to Cafeteria Provider)</i>			\$ 2.00

AGREEMENT

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

1. *Comply to the Academy's rules, regulations and guidelines while attending, teaching or coordinating the usage; and*
2. *Agree to pay incurred charges.*

Signature: _____ Date: _____

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