

# 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: \_\_\_\_\_

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.
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: [vonnie.houser@cleet.state.ok.us](mailto:vonnie.houser@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](http://www.oar.state.ok.us/oar/codedoc02.nsf/frmMain)

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