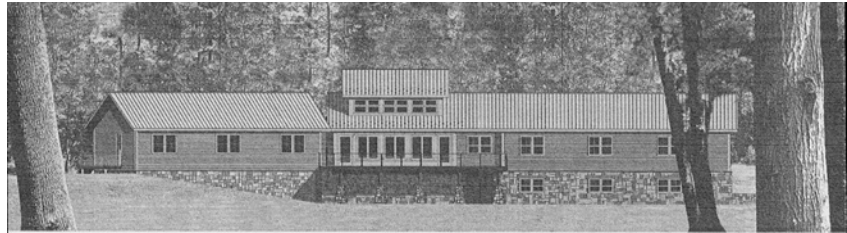


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## Reserving an Overnight Stay In the Black Rock Forest Lodge

1. Interested in staying overnight in the Lodge? You can now reserve online. First, check the Availability Calendar to find out what dates and rooms are available.
2. After checking availability, use the Request a Reservation button to access the online Lodge Reservation Form (provided by Availability Online). This form will be sent to us and we will return an e-mail to you to confirm that we've received your request. We will send you an invoice soon after the confirmation e-mail.
3. After you fill out the online reservation form, you can also download other forms you will need from the Black Rock Forest website, including the Visitor Activity Form and the Room Assignment Form.
4. A 20% deposit is required for all Forest Lodge overnight reservation. This deposit is fully refundable if the reservations are cancelled 60 days before the reservation date. Your reservation will be confirmed when we receive your deposit and the additional forms.
5. Our Operations Manager will email you requests for any additional information needed, depending on the nature of your group.
6. Below are items which should be considered while planning to ensure a successful overnight stay in the Lodge for school-aged visitors.

- **Medical:** Your school is to provide all necessary medical information and documents in case of emergencies. Bring this information with you. Do you need an on-call nurse?
- **Schedules:** Determine an activities schedule showing the what, when, and where of your stay for daytime and evening. Consider your need for and the availability of the BRF staff.
- **Meals:** Plan the meals for your group. You may have to plan for at least four (4) meals (lunch, dinner, breakfast, and lunch) for an overnight stay. Bring snacks. Arrange for catering/delivery food services, restaurants, or bring food from school or home.
- **Supervision:** Supervision of children is required at all times. Be sure to have all supervision issues covered. It is a

full-time job for overnight stays. One adult for 5 students is strongly recommended.

- **Supplies:** Bring the materials, supplies, and equipment you will need for use in the Forest and in the Lodge for academic and recreational purposes.
- **Student Assignments:** Determine the duty assignments (for example, housekeeping and mealtime chores) and schedules for your students throughout the day.
- **Sleeping Arrangements:** Make all your sleeping plans before your arrival. Use the Room Assignment Form to help you determine roommate assignments. Be sure to have a chaperone assigned to each room with students. Send a copy of the room assignments to us before your arrival.