Lodge Reservations Guidelines

1. Reservations will be taken 1 semester in advance. The earliest you can apply for a date is the first day of the previous semester. (Example – First day of Fall Semester you can apply for Winter Semester)

2. Reservation requests must be made by submitting a completed Lodge Application. Please note you may list 2 separate dates of when you wish to attend.

3. Reservation requests received through the first full week of the semester will be gathered and noted when they were received. If multiple requests for a particular weekend are received, we will work to accommodate as many groups as possible. We understand the first 4 weeks of the semester are in the highest demand. When making reservation assignments for these weeks, we will look at when the request was made and when the specific group was accommodated last. Our goal is to allow as many groups the opportunity throughout the calendar year as possible.

4. You will receive an email confirmation with your request once you have officially been scheduled on the Lodge Calendar.
Activities seeks to develop and prepare students for leadership experiences at BYU-Idaho and for future leadership responsibilities in the home, Church, workplace, and community. However, the Teton Lodge Facilities are available for campus departments to use for in-service training and/or planning sessions where outcomes achieved will be used to serve the BYU-Idaho community. There is no fee to use these facilities which are made available because of the generosity of its owner and BYU-Idaho donors.

Sky Mountain and Quickwater Lodge does not have media equipment. Both facilities have industrial-sized kitchens for your use. Please take the supplies and equipment needed when going to the Homestead.

Usage Agreement

1. I approve the activities that have been planned, and I will attend and assist at the retreat to ensure that use of the facilities is in harmony with the guidelines.
2. The facilities are to be used for training and not for recreational purposes.
3. No outside fires are allowed.
4. Inside fireplaces run on gas—wood should not be burned.
5. The furniture should not be moved—except for stacking chairs and mattresses.
6. No more than 45 people should stay at the Sky Mountain Lodge or 35 at the Quickwater Lodge.
7. We will provide our own paper plates, cups, napkins and eating utensils.
8. I am responsible to clean the Lodge Facilities and kitchen before we leave. We will:
   • Return mattresses to their storage area
   • Remove leftovers from the refrigerator
   • Sweep the floors
   • Take the garbage off the property and bring it back to BYU-Idaho for proper disposal.
9. I will report and pay for damages and/or cleaning needs that occur from negligent use.
10. In an emergency, Eric Nelson, the caretaker, will be called at 313-1599.

Signature: _______________________________  Date: _______________________________

After selecting a date, please send completed application form to Rebecca Johnston; Manwaring Center 101, +0710 in order to make your reservation request official. When approved, pick up a packet with maps and keys the day of your scheduled event in Manwaring Center 101. If you have any questions call 496-7301.

Date Received: ____________  Confirmation Email Sent: ______________  Scheduled on Calendar: _______________