

**Lake Elmer Thomas Recreation Area**  
7463 Deer Creek Canyon Road, Fort Sill, Oklahoma

**Lodge and Group Site Rental Agreement**  
FAX: 580-442-8184 Group Reservation: 580-442-5541 General Info: 580-442-5854

**DATE OF EVENT:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

<b>Renter Contact Information</b>	<b>Mailing Address</b>
<b>Name:</b> _____	<b>Street:</b> _____
<b>Primary Phone#:</b> _____	<b>City:</b> _____
<b>E-mail Address:</b> _____	<b>State:</b> _____ <b>Zip code:</b> _____

**Reservation and Rental Policies**

**Reservations:** Accepted 3 months in advance and full payment is due at time of reservation. A credit card is required for reservation. Rental times are from 0900-2200, 7 days a week. Lodge rental use includes inside and the back decking area. Kitchen use is limited to the refrigerator and microwave. Initial \_\_\_\_\_

**Cancellations/Changes:** A minimum of 3 days notice is needed for all cancellations or changes to all or portions of reservations in order to receive a full refund of advance payment. Cancellations made less than 3 days in advance will not be refunded the advanced payment. Cancellations due to a declared emergency or security circumstances, no notice deployment and/or natural disaster, are fully refundable or will allow for a date change; however, cancellation due to minor inclement weather will not be refundable. Initial \_\_\_\_\_

**Check In:** Check in will begin no earlier than 15 minutes prior to reservation start time. Guests are recommended to report any damages and/or uncleanliness to LETRA staff as they may be held accountable. Initial \_\_\_\_\_

**Check Out:** Check out time will be no later than 15 minutes past reservation end time. Late check outs may be assessed a \$25 late check out fee. Customers are expected to leave all areas the way they are found. All food, trash, and personal property will be removed. Guests are required to wipe down the tables, replace all furniture to its original position, and mop any spills. Inadequate cleaning by renter could result in an additional \$50 cleaning fee. Initial \_\_\_\_\_

**Catering:** Private vendor catering is **prohibited**. All catering must be provided by Fort Sill MWR. Food brought in that is cooked on site or brought in prepared by guest is allowed. Initial \_\_\_\_\_

**Alcohol/Smoking:** Smoking is not permitted within buildings or within 50 ft. of any entrance (including back deck of LODGE). Any consumption of alcohol is to be in accordance with the state laws. Consumers must be 21 years of age and unit sponsored functions must get approval by their first commanding officer. **NO GLASS CONTAINERS are allowed in the park.** Initial \_\_\_\_\_

*I, the undersigned, understand and agree to all terms of this rental agreement. Failure to uphold any provision of this agreement may result in eviction of premises. I also agree to comply with all cabin rules and regulations. Furthermore, I understand that I will be held accountable and financially liable for any and all missing and/or damaged items, equipment, facilities, and furniture associated with the Lodge and my credit card will be charged the additional fees upon or after check out.*

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only			
Times			
Mon-Thur	0900-1300		
Mon-Thur	1330-1730		
Daily	1800-2200		
Location Chosen			
	Military	Civilian	
	4 Hr / 8 Hr	4 Hr / 8 Hr	Total
Lodge	\$85/\$125	\$130/\$175	\$ -
Site 1	\$45/\$55	\$55/\$65	\$ -
Site 2	\$45/\$55	\$55/\$65	\$ -
Site 3	\$35/\$45	\$45/\$55	\$ -
Other Fees			
Additions:	Units	Unit Price	
Entry Fees		\$3.00	\$ -
Mini-Golf		\$2.00	\$ -
Climbing Wall		\$2.00	\$ -
* Hourly Boat		\$5.00	\$ -
* Daily Boat		\$22.00	\$ -
**Daily Bass Boat		\$45.00	\$ -
Grill		\$25.00	\$ -
Moonbounce		\$65.00	\$ -
Generator		\$25.00	\$ -
*paddle, kayak canoe			<b>TOTAL</b> \$ -
**Requires additional certification			
Fees	Amount	Date Paid	Staff Initial
Site Fees			
Additional Fees			
Late Fees			
Cleaning Fees			
Payment Information			
Payment Type: Cash    Check    Credit			
Credit Type:    Visa    MC    American Express			
CC#: _____			
Exp. Date: ____/____      3 Digit Code: _____			