

MacKenzie Environmental Education Center
 W7303 County Road CS, Poyette, WI 53955
 Telephone: 608-635-8105 lodge/education office
 FAX: 608-635-2743

APPLICATION FOR USE
MACKENZIE ENVIRONMENTAL EDUCATION CENTER
Day and Overnight Camps – Use of Lodge and/or dorms

Rev. 05/09

NOTICE: Information requested on this form is required to apply for use of the MacKenzie Environmental Education Center. Information will be used to determine your group's eligibility to use the facility and for billing purposes. Reservations are taken on a first come first served basis and are not confirmed until deposit is received. *Fees should be made payable to the Wisconsin Wildlife Federation.*

INSTRUCTIONS:

- Fill out application completely using a ballpoint pen. Please enclose a tentative schedule with the application.
- **A program planning session with group leaders is required at least 60 days prior to the program date(s).**
- Return completed application to address listed above.

NAME OF SCHOOL OR GROUP	AGE OR GRADE LEVEL	
NAME OF PROGRAM COORDINATOR	TITLE	
STREET ADDRESS	TELEPHONE NO. (include area code)	FAX NO. (include area code)
CITY, STATE, ZIP	EMAIL ADDRESS	

EXPECTED ATTENDANCE (Dormitory Capacity = 80)	LIST TEACHERS / COUNSELORS / STAFF THAT WILL BE COMING WITH YOUR GROUP DESIGNATED FIRST AID CONTACT								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px; text-align: center;">YOUTH</td> <td style="padding: 5px;">Male:</td> </tr> <tr> <td></td> <td style="padding: 5px;">Female:</td> </tr> <tr> <td style="padding: 5px; text-align: center;">ADULT</td> <td style="padding: 5px;">Male:</td> </tr> <tr> <td></td> <td style="padding: 5px;">Female:</td> </tr> </table>	YOUTH	Male:		Female:	ADULT	Male:		Female:	
YOUTH	Male:								
	Female:								
ADULT	Male:								
	Female:								

Please list at least two available dates for group leaders to meet with MacKenzie staff for an on-site planning session (M-F 8-4p)				
Planning sessions are a necessity for scheduling MacKenzie staff and programming. Staff will call or email to confirm.				
DATE(S) DESIRED BY YOUR GROUP FOR USE	NO LATER THAN 4:00 PM			
<table style="width: 100%;"> <tr> <td style="width: 33%; text-align: center;">1ST CHOICE</td> <td style="width: 33%; text-align: center;">2ND CHOICE</td> <td style="width: 33%; padding-left: 20px;">TIME OF ARRIVAL:</td> </tr> </table>	1ST CHOICE	2 ND CHOICE	TIME OF ARRIVAL:	Estimated Time of Departure on your last day? No later than 2:30pm
1ST CHOICE	2 ND CHOICE	TIME OF ARRIVAL:		
Percentage of Students Receiving Free and/or Reduced Lunch? <i>Please share with us so that we may collect data as we apply for foundation and grant funding to support the Center. Thank you.</i>				
WHAT ENVIRONMENTAL OR NATURAL RESOURCE CONCEPTS DO YOU WISH TO COVER DURING YOUR VISIT AT THE MACKENZIE CENTER?				

A \$20.00 NON-REFUNDABLE PROCESSING FEE IS INCLUDED IN YOU DEPOSIT		FOR MEEC USE ONLY
MINIMUM RESERVATION FEE TOTAL (Attach Check or Money Order with Application)	\$120.00 for Day Visit \$220.00 for Overnight Visit	

I, the undersigned, have read the rules and regulations and agree to be responsible for the actions of the group and to accept billings by the Wisconsin Wildlife Federation for damages and charges for undue cleanup that may be necessary (see attached sheets for rules and regulations).

SIGNATURE	DATE
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RESERVATION INFORMATION — FOR MEEC/WWF USE ONLY
Reservation Confirmed for the following date(s):
Reservation Not Confirmed for the following reason: