

Appendix A

H.J. ANDREWS EXPERIMENTAL FOREST Facility List and Fee Schedule Rules for Occupancy FY 2019 – as of January 1, 2019

Apartments: ("Quartz Creek", "Roswell Ridge", "Rainbow")

- First 4 nights of a stay: **\$28/person/night** for double occupancy room
- Rest of consecutive nights within same reservation: **\$14/person/night**
- **Check out time is 11:00 AM**, unless other arrangements are made.

Camping: ([Lookout Research Camp](#))

- **\$5/night/person** (group discount may be available)

Conferences:

- Overnight conferences and workshops will be charged a service fee of **\$17/person/event**.
- Single-room occupancy for conference participants (only when space is available): **\$55/person/night**
- Linens, towels and pillow are available if necessary: **\$20/set/person** (two week checkout)

Cleaning and damage:

- Residents are required to keep the apartment clean and to leave the apartment in the condition found at time of assignment. Mops and cleaning supplies are provided for each apartment and a vacuum is available upon request. If the apartment is left dirty, a **cleaning fee of \$30/hour** will be charged.
- Residents are held responsible for any damage they cause. **Full cost of repair will be charged.**

Cancellation Fee

- Will be charged if the reservation is not cancelled 48 hours prior to scheduled arrival
- Bunkhouses/Apartments: \$25.00/person/reservation
- Other Facilities: \$50.00/reservation

Fee Schedule (effective January 1, 2019)

OTHER FACILITY FEES	DAY	WEEK	MONTH
Cafeteria*	\$175	\$525	
Conference Hall*	\$150	\$425	
McKee Classroom*	\$60	\$180	
Library*	\$30	\$90	
Conf. Hall Kitchen/Fireplace Room**	\$40	\$120	
Salt Salmon Pavilion	\$30		
Bench Fee (per project)		\$55	
Desk Space in Lab			\$195
Office in Conference Building			***

**Includes use of audio-visual equipment and room set-up.*

***Fee covers up to 30 people. Additional charge of \$1/extra person/day for more than 30 people.*

**** Monthly rates vary according to office size (\$250-400). When space is available, Andrews-related research and education projects are given first priority.*