

Appendix O

GLORIETA CABIN POLICY

The Business Services office manages the reservations for Oklahoma Baptist University's cabin at the Glorieta Conference Center. The guidelines of the policy are as follows:

1. The President will have first choice for use of the cabin.
2. The cost is \$25 per day or \$75 per week. Reservations will be made through the Business Services office, Thurmond Hall 110, in person, with a \$25 non-refundable reservation fee. Winter reservations will have an additional fee of \$40 to cover the costs of opening and closing the cabin. All fees must be paid before the keys are obtained.
3. Reservations will be for one week or less and will be on a first come - first serve basis with the following stipulations:
 - a. October 1 is the opening date for reservations for the coming year.
 - b. OBU employees will have first choice on reservations.
 - c. Reservations for a second week will not be considered until April 1.
4. Reservation requests from former university employees, former and current trustees, or any other person not presently employed by the university will be considered April 1.
5. Any cancellation of reservation needs to be done as soon as possible in order to allow maximum use of the cabin.
6. All parties using the cabin must register and pay applicable fees to the Glorieta Conference Center upon arrival. These fees are separate from OBU fees.
7. While using the cabin, occupants are responsible for maintaining the cabin in a presentable manner. Tasks that may need performing are mowing the grass, cleaning debris from the porch or driveway, and normal housekeeping operations.
8. The cabin must be left in a clean condition upon departure.

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