



**Cooperative  
Extension**  
Tompkins County

Application to use the  
**Arnot Forest Field Campus**

Welcome to the Arnot Forest,

Thank you for considering a visit to the Arnot Forest Field Campus. We hope you find it to be a secluded, comfortable and beautiful space to convene your group or celebrate your event.

In order for us to help provide you with the best possible experience, please read and complete the attached application and return it to "Arnot Registrar" at Cornell Cooperative Extension - Tompkins County.

Applications can be mailed to or dropped off at our office at 615 Willow Avenue, Ithaca NY, 14850. Applications may also be emailed to [PrimitivePursuits@Cornell.edu](mailto:PrimitivePursuits@Cornell.edu) . Please feel free to call us at 607-272-2292 with any questions about the facility or the reservation process.

All applications are reviewed within 2-3 business days of receipt. We will then contact you to confirm availability or to review alternate dates, and we will determine your estimated Use Fee.

Also attached is our User Agreement. Please read through this thoroughly before finalizing your plans. Once we have confirmed available dates with you, we will need to receive an initialed, signed copy of the User Agreement with a Use Fee deposit in order to hold your reservation. Checks or money orders may be mailed or dropped off, and payments may also be made with a credit card over the phone by calling 607-272-2292.

Final approval of your reservation and your use of the Arnot Forest Field Campus is contingent on timely receipt of all applicable payments, insurance paperwork and permits.

We look forward to serving you!

In gratitude,

Arnot Registrar, on behalf of  
Cornell Cooperative Extension - Tompkins County  
615 Willow Avenue  
Ithaca NY 14850  
[www.primitivepursuits.com/arnot-forest](http://www.primitivepursuits.com/arnot-forest)

Office Hours: 9am-4:30pm

Office (607) 272-2292, ext.195

Fax (607) 272-7088



**Cooperative  
Extension**  
Tompkins County

**Application to use the  
Arnot Forest Field Campus**

Organization/Group Name: \_\_\_\_\_ Is this a not-for-profit group? Yes  No

Please indicate CU or CCE affiliation: \_\_\_\_\_ Non-profit Federal ID#: \_\_\_\_\_

Requested Dates of Use: \_\_\_\_\_ Person Applying: \_\_\_\_\_

Contact #'s: \_\_\_\_\_ Email: \_\_\_\_\_

Group Leader (present during event): \_\_\_\_\_ Phone #'s: \_\_\_\_\_

Organization/Group Address: \_\_\_\_\_

Please name and describe your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which facilities do you expect to use? Check all that apply:

- |                                                                       |                                                  |                                                            |
|-----------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Main Lodge - Grand Room                      | <input type="checkbox"/> Lodge - Conference Room | <input type="checkbox"/> Heated Cabins (how many?) _____   |
| <input type="checkbox"/> Commercial Kitchen* <small>see below</small> | <input type="checkbox"/> Front Lawn Area         | <input type="checkbox"/> Unheated Cabins (how many?) _____ |
| <input type="checkbox"/> Bathhouse                                    | <input type="checkbox"/> Outdoor Pavilion        | <input type="checkbox"/> Other Outdoor Space _____         |

Will your event require exclusive use of the entire field campus?  Yes  No, specified shared use would be okay

\* If using the Commercial Kitchen, indicate what you will need:

- |                                                                                                                    |                                           |                                           |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> General Use (counter tops, wash sinks, coffee/water pot, small appliances and waste bins) |                                           |                                           |
| <input type="checkbox"/> Service ware                                                                              | <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Stove/Oven Units |
| <input type="checkbox"/> Refrigerators/freezers                                                                    | <input type="checkbox"/> Dry storage area |                                           |

Will your event require space for a dumpster? \_\_\_\_\_ Or for any port-o-pots? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Describe the exact timing of your event, including set up, clean up, arrivals and departures: \_\_\_\_\_

\_\_\_\_\_

Please explain any special accommodations that any member/s of your group are requesting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many people will be attending this event? \_\_\_\_\_ How many will be staying overnight? \_\_\_\_\_

Please list any caterers or outside vendors being used, with contact info: \_\_\_\_\_

\_\_\_\_\_

Will your event allow alcohol to be consumed by individuals?  Yes  No, alcohol will be prohibited.

If yes, will alcohol be served or provided by the group?  Yes  No, individuals will bring their own.

If alcohol will be sold at this event, indicate the vendor who will be selling it: \_\_\_\_\_

-- Please refer to the "Consumption of Alcohol" guidelines in our User Agreement to understand insurance and permit requirements.--

**Use Fee Rates** – Rates are subject to change, and do not include taxes due for non-exempt groups. Groups of more than **50** people are required to pay the Full Facility price. For groups of more than **100** people – please call for rates.

	Time Options	Lodge <sup>1</sup>	Cabin <sup>2</sup> (heated)	Cabin <sup>2</sup> (unheated)	Outdoor Use <sup>3</sup> (w/ bathhouse)	Outdoor Camping	Full Facility <sup>5</sup>
½ Day (8hrs, M-Th)	8am-4pm, 12pm-8pm	350	n/a	n/a	200	n/a	450
¾ Day (17hrs, M-Th)	6pm -11am	450	80	60	300	10	1150
Full Day (23hrs, M-Th)	12pm -11am	550	80	60	350	10	1375
Multi-Day (M-Th)	8am (1 <sup>st</sup> day)–4pm last	375/day	80	60	250/day	10	1300/day
Weekend	Fri, 4pm – Sun, 4pm	1100	180	140	700	20	3200
Full Week	Sun, 6pm –Sun, 4pm	2500	400	300	1500	60	5975
*Hourly	*add-on option only	35/hr	n/a	n/a	10/hr	n/a	45/hr

- 1- Lodge includes Main Room, Commercial Kitchen, Conference Room and Lodge Restroom, subject to availability. Please note that **sleeping is not permitted in the Lodge**, and overnight Lodge use must be accompanied by sleeping accommodations.
- 2- Cabins are per night and may only be reserved as an add-on to Lodge or Outdoor Use.
- 3- Outdoor use by itself excludes Main Lodge but includes Outdoor Pavilions and Bathhouse, subject to availability.
- 4- Outdoor Camping is per person, per night and is only available as an add-on to Lodge or Outdoor Use.
- 5- Full Facility includes all specified spaces and cabins, subject to availability, and does not imply exclusive use.

**Deposit:** For groups over 50 people: 20% of total cost. For groups less than 50 people: 10% of total cost. The deposit is required to hold your reservation. 50% of the deposit is non-refundable and is not transferable to another future date. The remaining 50% of the deposit will be held for the duration of the event. This deposit may be applied toward any damages, losses, cleaning charges or other charges incurred as a result of the group’s use. Otherwise, it will be returned in full.

**Full Payment is due 60 days prior to reservation. Late payment may result in loss of deposit and reservation.**

**Refund Policy:**

- More than 60 days prior to reservation: Full payment refunded, minus deposit.
- 30-60 Days Prior to Reservation: 50% of full use fee refunded.
- Less than 30 days prior to reservation: No refunds of any paid fees. Paid Security Deposit refunded.

**Insurance Requirements** – Complete insurance requirements are also detailed again in the User Agreement. The group shall defend, indemnify and hold harmless the CCE-TC, its officers, directors, employees, volunteers, and agents from any and all claims, demands, liability or other proceedings for any actual or alleged injury to persons, including death, or damage to property arising out of group use and/or occupancy of the premises.

The group shall provide a Certificate of Insurance at least ten business days prior to facility reservation showing evidence of the following minimum limits of insurance or as required by law, whichever is greater. **“Cornell Cooperative Extension of Tompkins County”** shall be shown as certificate holder and **“additional insured”** under the General Liability. Failure to provide the Certificates as required shall void the reservation. **A copy of the Certificate must also be sent at the same time to P. W. Wood & Son, Inc.** via Fax: 607-266-9663 or email to karen@thewoodoffice.com.

- **Commercial General Liability**, including contractual (i.e. catering), with a minimum combined single limit per occurrence of \$1,000,000. If youth are present overnight CGL insurance must include Sexual Abuse & Molestation coverage.
- **Workers’ Compensation**, as required by statute.
- **Business Auto**, if vehicles will be used in conjunction with the event.
- **Additional CGL**. The above insurance requirements must also be met by any vendor the group plans to use.
- **Liquor Legal Liability**, if alcohol is to be sold, of \$1,000,000. And the licensed Vendor shall be solely responsible for controlling the sale and dispensing of any alcoholic beverages as set forth in the law of New York State.

Name of authorized representative: \_\_\_\_\_

Authorized representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications are not complete without the signature of an authorized representative of the organization/group. **Thank You!**

For groups over 50 people the signed Use Agreement and Rental Application forms must be returned to CCE-TC with a non-refundable 20% deposit no later than 90 days prior to the start of the reservation. For groups less than 50, the signed Use Agreement and Rental Application and 10% non-refundable deposit must be returned to CCE-TC no later than 90 days prior to the reservation.

1. The Use Agreement and Application for Use Forms must be signed by an authorized agent of the USER and returned to CCE-TC with a non-refundable deposit made payable to Cornell Cooperative Extension of Tompkins County.

The balance of the facility rental is to be paid in full 60 days prior to the reservation.