



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 . 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
Office Hours: 9am-4:30pm
Office (607) 272-2292, ext.195
Fax (607) 272-7088



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:

- Main Lodge - Grand Room Lodge - Conference Room Heated Cabins (how many?) _____
- Commercial Kitchen*see below Front Lawn Area Unheated Cabins (how many?) _____
- Bathhouse Outdoor Pavilion 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:

- General Use (counter tops, wash sinks, coffee/water pot, small appliances and waste bins)
- Service ware Dishwasher Stove/Oven Units
- Refrigerators/freezers 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 be will be sold at this event, indicate the vendor who will be selling it: _____

-- Please refer to our Use 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 ¹	Cabin ² (heated)	Cabin ² (unheated)	Outdoor Use ³ (w/ bathhouse)	Outdoor Camping	Full Facility ⁵
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 st 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. Groups will be invoiced for any damage to the Arnot beyond normal wear caused by guests.

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

Refund Policy: If the organizer cancels more than 30 days prior to the first day of the reservation, the total use fee minus the deposit will be refunded within 14 days. If the organizer cancels less than 30 days prior to the reservation, no refund of paid fees will be issued. If CCE-TC is able to re-book the cancelled reservation dates and generate revenue greater or equal to the paid fees, CCE-TC will refund the payment minus a \$100 processing fee.

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 certificates@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!