

**PLEASE DO NOT WRITE IN THIS SPACE!**

**Ecumenical Community of Chautauqua - REGISTRATION**

**PO Box 208 ♦ Warren, Ohio 44482-0208 ♦ 716 581-3659**

**www.ecoc-chautauqua.org**

**ECOC – Reservation Request 2020 Season**

Note: Complete **ONE** form for **EACH** room requested. Please read the enclosed **YELLOW** information sheet before completing. **The ECOC *does NOT* rent to persons who own property at Chautauqua Institution.**

Please **PRINT** clearly. Thank You!

Reservations are from **Saturday** to **Saturday**

Check-In time is **2:30 PM** to **6:00 PM** Check-Out Time is **10:00 AM**

If you will be arriving any other day or time, **PLEASE** make prior arrangements with the Registrar

First Guest or Couple Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip (+ 4) \_\_\_\_\_

Phones: Home \_\_\_\_\_ Cell \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ @ \_\_\_\_\_

Name    Age                      Name    Age                      Name    Age

Children staying at ECOC: \_\_\_\_\_    \_\_\_\_\_                      \_\_\_\_\_    \_\_\_\_\_  
\_\_\_\_\_    \_\_\_\_\_                      \_\_\_\_\_    \_\_\_\_\_

Second Guest or Couple Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Zip (+ 4) \_\_\_\_\_

Phones: Home \_\_\_\_\_ Cell \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_ @ \_\_\_\_\_

Ordained/Commissioned Clergy     Spouse of Clergy     Widow/Widower of Clergy     Missionary

Church/Synagogue/Mosque responsibility: (required) \_\_\_\_\_

Denomination/Faith Community Involvement: (required) \_\_\_\_\_

**DESIRED ROOM ACCOMMODATIONS**

# of Adults \_\_\_\_\_ # of Children \_\_\_\_\_ (only include those staying at ECOC) # of Weeks in Residence \_\_\_\_\_

**CIRCLE** Desired Week #(s):

**1<sup>st</sup> Choice**    1    2    3    4    5    6    7    8    9

**2<sup>nd</sup> Choice**    1    2    3    4    5    6    7    8    9

\_\_ 1 Guest(twin) \_\_ 1 Guest(double/queen\*) \_\_ 2 Guests (double/queen\*) \_\_ 2 Guests(twin/single\*) \_\_ 3 Guests(twin beds)

\_\_ Family Unit (Up to 5 guests) \_\_ Studio Apartment (up to 6 guests) \_\_ Take what is available Floor: \_\_ 1<sup>st</sup> \_\_ 2<sup>nd</sup> \_\_ 3<sup>rd</sup> \_\_ Any

\*Queen beds can be split into singles, 30”wide & 80” long, extra long\*\* twin sheets required (\*\*Extra long twin sheets available to rent)

\_\_Willing to share room                      **HOW DID YOU HEAR ABOUT THE ECOC?**    \_\_ Google    \_\_ Other \_\_\_\_\_

Additional Information, Special Needs, Other Requests: \_\_\_\_\_

Special Interests/Skills \_\_\_\_\_

Did you participate in a Work Week/Weekend in during **2019**?       Yes    No    SPRING and/or    FALL

Will you use our kitchen facilities?     Yes    No                      Will you bring your own linens?    Yes    No

**Linen rental** (one set of sheets per week per bed; 2 sets of towels per person/per week)    **\$20** (*per person per week plus tax*)

A voluntary **Building Upkeep Gift** of **\$30** or more per week per room. This optional charitable gift can be considered *tax deductible*. NOTE: Room assignment follows ECOC registration guidelines and is NOT dependent on whether or not an *Upkeep Gift* is included. Please **INCLUDE** a self addressed stamped envelope (**#10** – business letter size).

I am including with this Reservation Request the following (please  all that apply):

- Self-Addressed Stamped Envelope (**#10** – business size, please)
- Emergency Contact Information & Signed Agreement to follow ECOC policies
- Room(s) deposit                      Check # \_\_\_\_\_ \$ \_\_\_\_\_
- Voluntary Upkeep Gift              Check # \_\_\_\_\_ \$ \_\_\_\_\_
- Room Cleaning Fee\* \$25              Check # \_\_\_\_\_ \$ \_\_\_\_\_

\*This option is **NOT** applicable for Week 9.

Make checks payable to: **Ecumenical Community of Chautauqua or ECOC**

Mail to: **Registrar – PO Box 208 Warren, Ohio 44482-0208**

**\*\*\*We do not accept Credit Cards or Debit Cards for Registration\*\*\***  
***You CAN pay your lodging balance due (in person) using a credit card***

Our non-U.S. Guests: A money order or other arrangement payable in U.S. funds is required.

Please notify the Registrar ***immediately*** if you find it necessary to *CANCEL* or *RESCHEDULE* your reservation. Deposits will not be refunded after ***April 30, 2020***, but will be accepted as a *tax-deductible gift* and a receipt indicating such will be mailed to you. *RESCHEDULED* requests will be accommodated on an ‘as available’ basis.

**CHECK-IN TIME PROCEDURES AND DIRECTIONS  
(BLUE SHEET) WILL BE SENT WITH YOUR  
CONFIRMATION RECEIPT**

The work of the Ecumenical Community of Chautauqua is managed by a volunteer Board of Directors and committee members. If you are interested in learning more about serving on the Board of Directors or being a committee member, please check this box.