

Date_____

Printed Name_____

Address_____

City, State_____

Zip Code_____

Phone Number_____

Dear Student Association,

I am writing to request a reservation for _____
lodge or campsite
which has a maximum capacity of _____ (this information is on the brochure, the
website, or can be obtained by calling (518) 442-5640) on the nights of
_____. Enclosed is my money order/bank check for

\$_____. When I called you, this lodge/campsite was available on the
dates in question, however, I understand that your reservation procedures are “first
come, first serve” and that I do not have a reservation until this letter and money
order/bank check are received and the lodge/campsite is still available.*

Also enclosed is the reservation portion of the brochure you sent, that includes
the nights and lodge I am requesting, and my signature. My signature confirms that I
have read the Dippikill Information Brochure and agree to all stipulations spelled out in
the brochure, and have kept the rest of the brochure for reference. I understand that I
can obtain an alcohol permit at the time of my reservation at the Dippikill Office. If my
group is not comprised of approximately fifty percent University at Albany affiliates
(students, alumni, faculty, staff, and their immediate family), I have enclosed an
“Outside Group Request Form” for your review.

Sincerely,

(affiliation with University)

*Special reservation procedures apply for months that are not open yet.