



Alcovy Conservation Center  
Rental Reservation Request Form

Please complete the following information to determine availability and request a rate quote. A rental agreement will be sent to you for your review and signature. At least \$100 deposit is required to guarantee your reservation. Email completed form to [accounts@gwf.org](mailto:accounts@gwf.org)

Name of visiting group: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
Street City State Zip

*PLEASE ENTER EACH DATE AND SPACE REQUEST ON SEPARATE LINES.*

Date Requested	Day of Week	Time Requested	Space(s) Requested*	Lodging**

\*Space(s) requested: Elliott-Wharton Conference Center, McCollum Seminar Room, Rithmire Classroom, Wet Lab, Tupelo Pavilion

\*\*Lodging: Cochran House and/or Turner Cabin

Type of Event: \_\_\_\_\_ Number in party/group: \_\_\_\_\_

Food and/or beverages in room: No Yes

Coffee Requested: No Yes (if yes, extra charge of \$1 per person)

Caterer, if applicable: \_\_\_\_\_