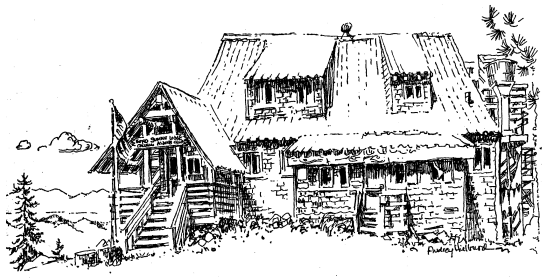

Echo Summit Lodge End-of-Accommodation and Refund Process

Dear Member,

After you have completed your private event, please use this form letter to conclude your part of the agreement and request refund of moneys owed to you or to calculate additional money owed to the Club.

Echo Summit Lodge is a facility owned by California Alpine Club. To preserve its tax-exempt status, the club must minimize income from non-members and record facility-use income. Echo Trustees have adopted procedures and this form to help the club obtain the appropriate facts.

All of the blanks should have an entry (or "N/A" to signify that the requested information is not applicable to the subject rental). You have agreed to submit this declaration within 2 weeks after end-of-rental.

……(name of host-member) hereby declares the following concerning usage of Echo Summit Lodge:

1) From……..……to ……(dates of rental);
2) There were: …… Regular Members, ……Associate Member-enrollees, and ……. dependent children for a total of …… people using the Lodge.
3) The balance due (or refund) is calculated as follows:

Fri to Sun:	# occupant-days _____@ $25 per day OR Minimum $300/day	= $_____
Mon to Thurs:	# occupant-days _____@ $20 per day OR Minimum $240/day	= $_____
El Dorado County Motel Tax @ 14% of Lodging		= $_____
	Associate Member Dues	= $_____
	Subtotal: Lodging, Tax & Dues	= $_____
	Less Amount Paid in Advance	= $_____
	Less Amt Paid for Inventory Items	= $_____
	Balance Due (or <Refund>)	= $_____

4) Submitted with this declaration are ……copies of Associate Member enrollments for the following enrollees:……..
……..……..……..……(names, if any).
5) Those attending ....did or ....did not reimburse me $..... to defray a portion of the **usage charge** for the period-of-accommodation.
6) I did not obtain payment in excess of the rental charges and costs of food and supplies consumed during this time period.

I hereby request refund $..... OR: I enclose a check payable to **Echo Summit Lodge** for Associate Member dues collected plus usage balance due that exceeds my deposit: $_____

……..……(signature of member)

Notes: ……

>>>>>>>>>(make a copy of this completed form before mailing to Trustee)<<<<<<<<<<