**Camp Perry Lodging and Conference Center**

1000 N. Lawrence Road BLDG 600 Port Clinton, OH 43452

614-336-6214 or 1-888-889-7010

**Email:** cplccinfo@gmail.com **Website:** www.cplcc.com

**SPECIAL NEEDS RESERVATION REQUEST INFORMATION**

Competitors requiring specific accommodations due to medical conditions will be considered within our National Match Lodging Priorities. We have a very limited number of handicap accessible rooms. Single bed units are the typically available accommodation and they would not house a roommate. Please indicate whether a handicap ramp is necessary.

Special Needs submission date: March 20, 2025, beginning at 8:00AM

The form will be available via the website link. **Email the completed form to cplccinfo@gmail.com**

Reservations will be processed on a first received, first served basis. Walk-ins will not be accepted. Please apply only once. Duplication of request forms will cause elimination of all reservation requests submitted for 2025.

A current statement from the competitor’s physician must be attached to the reservation request form. The doctor’s statement must be on the physician’s letterhead or prescription paper, be dated within the past 12 months, and describe the housing requirements needed. The medical condition is not required, due to patient confidentiality.

After receiving confirmation on a lodging reservation, the applicant will be required to make a deposit payment on the reservation equal to the first night’s stay plus tax. If there are multiple rooms or multiple arrival dates, a deposit will be required for each unit reserved. This deposit is **non-refundable** for any reason. Please do not send the deposit payment with the lodging request. Payment will be requested after the reservations have been confirmed by the Camp Perry Lodging Office. Deposits must be received within 14 days after the confirmation notification has been received by the applicant. The deposit must be received in time to guarantee the reservation. Once applied, deposit payments may not be moved to cover the cost of another reservation, unless it is an upgrade in facilities.

Cancellations: Cancellations must be done at least 24 hours in advance of the arrival date, by 2:00PM. The deposit is **non-refundable** with no exceptions. Changes to the reservation must be made prior to check in. Once the reservation(s) has been checked in, the renter is obligated to pay the full rental amount. Also, please note that no refunds will be given for early departure.

Check in time for reservations is 2:00PM until 10:00PM EST. Reservations that are not picked up by 10:00PM EST on the arrival date will be considered cancelled and the deposit forfeited unless arrangements have been made with the Lodging Office prior to the 10:00PM EST closing time.

Check out must be accomplished by 10:00AM EST. Ensure the rental unit is cleared of trash, dirty dishes and belongings. Additional charges will be incurred for late check outs, no shows, failure to cancels, lost keys, and anything required extra cleaning or repairs.

All service animals must be registered with the Camp Perry BLDG 600 Front Desk.

Please provide all information, so that we may process your form accurately.

Thank you for the opportunity to serve you!

**Name of Special Needs Competitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City and State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Daytime Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Will you require access to a handicap ramp to enter lodging? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_