

Lake Doniphan
CONFERENCE AND RETREAT CENTER
12856 Doniphan Lake Road Excelsior Springs, MO 64024
(816) 630-1523 Fax (816) 630-2224 www.lakedon.org

FACILITIES RESERVATION REQUESTS

NAME OF GROUP: _____ EVENT DATE(S) _____

MEETING ROOM RESERVATION REQUESTS:

- ___ Lower Lodge: Please indicate times needed _____
- ___ Mini-Conference Center: Indicate times _____
- ___ Mini-Lodge North common room: Times _____
- ___ Mini-Lodge South common room: Times _____
- ___ Tabernacle: Times _____
- ___ Upper Building A: Times _____
- ___ Building B: Times _____
- ___ Building C: Times _____
- ___ Building D: Times _____

AUDIO VISUAL EQUIPMENT RESERVATION REQUEST:

- ___ Overhead Projector – Times: _____ (no charge)
- ___ TV/VCR -- Times: _____ (no charge)
- ___ Tape/CD player – Times: _____ (no charge)
- ___ Podium with microphone – Times: _____ (no charge)
- ___ Projection Screen – Times: _____ (no charge)
- ___ Flip chart stand, markers – Times: _____ (no charge)
- ___ Flip chart pad of paper – _____ (\$20.00, goes with your group at end of event)

RECREATIONAL AREAS/EQUIPMENT RESERVATION REQUEST:

Please fill out this section only if you have an organized activity or contest for an exact time, when sharing with another group wouldn't work.

- ___ Lower Building A (ping pong, shuffleboard) – Times: _____
- ___ Volleyball/Basketball court -- Times: _____
- ___ Waterfront (canoes, paddleboats) – Times: _____
- ___ Campfire (Circle site: Main, The Point, Concrete Pad, or Other) Times _____
- ___ Swimming Pool (summer only) -Times: _____
- ___ Horseshoes -- Times: _____
- ___ Archery – Times: _____
- ___ Challenge Course (with certified leader only) Times: _____
- ___ Youth Pavilion -- Times: _____