
Cook's Branch Workshop Application Form

Workshops Scheduled 01 September 2015 to 31 August 2016

Due 1 May 2015

1. Host (Faculty): _____
2. Workshop Name: _____
3. Workshop Description (2-3 lines):
4. Workshops can only be held during weekdays. Choose *ONE* :
___ Daytime workshop between 09:00-18:00 only.
___ Overnight workshop between 18:00 on Monday to noon on Friday only.
5. Possible Dates (three options in order of decreasing preference):
 - (a) _____
 - (b) _____
 - (c) _____
6. Number of Guests (max 20 for overnight): _____
7. Budget Requested from Mitchell Institute: _____
Please note that Cook's Branch provides only a meeting space and accommodations. All catering, transportation, and any additional costs must be covered by the Host.
8. **I have read and will follow the Cook's Branch Policies (see next page).**
Signature: _____

Cook's Branch Policies for Workshop Reservations

1. Mitchell Institute faculty will apply during the annual call for funding proposals to hold a workshop at Cook's Branch Conservancy.
2. The Mitchell Institute is allowed to host up to six workshops per year at Cook's Branch: two daytime workshops and four overnight workshops, in addition to the MIPEP program.
3. The duration of the overnight workshops may be up to four nights: Arrival only after 6:00pm on Monday and departure by noon on Friday. *No weekend reservations.*
4. Two daytime meetings (Monday – Thursday only) may be scheduled that may include an evening meal but not an overnight stay.
5. The number of participants staying overnight will be limited to 16 people if private accommodations are requested. If accommodations are shared, up to 20 participants may stay.
6. Daytime only visitors to overnight workshops should be limited to not more than 10 additional guests for meals. It is the Host's responsibility to update Alex Tomecek at least 1 week prior to the workshop so that the staff and caterer (if applicable) are informed.
7. The Host is responsible for obtaining permission prior to the workshop to invite friends or family members who are not participating in the workshop. If additional non-participant guests are allowed, the per diem cost for visitors will be born by the participant.
8. The budget for catered meals will be set by the Host and approved by the Mitchell Institute. Catering costs will be covered in full by the Host. Any funding provided by the Mitchell Institute to help cover workshop costs must be approved as part of the application process.
9. The Host is responsible for transportation of participants to and from the airport. Cook's Branch staff are not responsible for transportation.
10. Alex Tomecek will communicate directly with Kathy Hutson, Cook's Branch Manager regarding all scheduling and planning details (except menu):
These details include: Request for a reservation; arrival and departure schedule; number of participants; housing assignments, special needs.
Alex will be the only point person communicating with Kathy. Kathy will communicate with the Mitchell family regarding scheduling.
11. Alex Tomecek will communicate all menu details with Dorit Minyan, caterer.
These details include: Budget for meals, number of guests for each meal, special dietary restrictions of participants.
Alcoholic beverages cannot be provided by the caterer as Dorit's catering company does not have a license to serve alcoholic beverages. Workshop organizers may supply their own alcoholic beverages but are responsible for their guests. Neither Cook's Branch nor the Mitchell Foundation are liable for alcoholic consumption.
12. The Host will ensure that all workshop guests are familiar with the mission of Cook's Branch and that the staff's primary responsibility is to support this mission.

Alex Tomecek, Mitchell Institute coordinator
Kathy Hutson, Cook's Branch Manager
Dorit Minyan, Caterer