



# VIKING UNION RESERVATIONS REQUEST

Western Washington University  
Bellingham, WA 98225 M.S. 9106

[www.vu.wvu.edu](http://www.vu.wvu.edu)

Phone: (360) 650-3450 Fax: (360) 650-7736

DATE SUBMITTED:

## VIQUEEN LODGE RESERVATION REQUEST:

<b>DATE(S) REQUESTED: CHECK IN ON</b> ____/____/____ <b>AT OR AFTER 10:00 AM</b>	
<b>CHECK OUT ON</b> ____/____/____ <b>BY NO LATER THAN 10:00 AM</b>	
WWU/AS ORGANIZATION or PRIVATE USE (WWU COMMUNITY)	PURPOSE OF TRIP
PRIMARY CONTACT NAME	NUMBER OF GUESTS
PHONE NUMBER	MAILING ADDRESS / MAIL STOP/ AS CLUB MAIL BOX #
EMAIL ADDRESS	CITY STATE ZIP

### Reservation Process:

1. Fill out this form and send it to:  
[VU.Reservations@wvu.edu](mailto:VU.Reservations@wvu.edu). (If the dates you request are not available, you may be put on a waiting list.)
2. Once a reservation has been made, you will receive a written confirmation by email or mail.
3. Sign and return the confirmation.

### Prior to leaving, you must stop by the Viking Union Administration to complete the following:

- Watch the instructional video (to properly operate water pump, wood stove, etc.)
- Pay for your stay
- Turn in your completed guest list
- Check out keys no earlier than 24 hours prior to the start of your reservation

### Please Note:

- NO beach fires
- NO smoking inside cabin (dispose of materials properly)
- NO vehicles on cabin property, especially on trails
- 10 people MAXIMUM staying at the cabin—tents in beach side sites only

### Transportation:

- Personal watercraft
- Water taxi
- Chartered boat
- Kayak—Rentals available from the Outdoor Center on the 1st floor of the Viking Union
- Passenger ferry available May through August only

Questions? Please contact VU Reservations Office.

**Notes/Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing this agreement, I agree to abide by the Policies & Procedures pertaining to this request and am aware they are available at [www.vu.wvu.edu](http://www.vu.wvu.edu)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

A SEPARATE RESERVATION FORM IS AVAILABLE FOR ALL EXTERIOR SPACE, VIKING UNION, BANNER/ KIOSK SPACE, AND AS VEHICLE RESERVATION REQUESTS