

Reservations at Alice's

Leave it better than you found it.

Alice's is available for use by OCF crews and committees for pre-approved work parties and gatherings. To ensure the longevity of our site and facilities, we ask that all Coordinators and committee chairs review the following information and adhere to our policies.

Booking Time at Alice's

Due to increasing demand, we will only be booking Alice's **12 months in advance**.* Reservation requests will only be accepted August 1 through May 31. All bookings must be made through the *Alice's Booking Form* on the .net site. Bookings will be made on a first-come-first-served basis. You will receive a confirmation email once your reservation has been finalized.

Crews and committees will be allowed to book Alice's **ONCE** per quarter except for committees that are holding pre-approved scheduled meetings. Upon submitting a reservation request, you must provide an agenda or work party plan to ensure the Fair's interests are being upheld and progressed.

When submitting a reservation request, please specify whether you will need the house, the campsites around the house, or both. Please note, other crews or committees may be using other areas of the property should they be available. We are working towards offering the Fair's resources to everyone equally and that means that we must co-exist with our Fair family members.

Arriving at Alice's

Access Alice's by turning onto Chickadee from Aero; then take the first left to reach Alice's.

Parking is limited at Alice's and can accommodate only three to four cars in front of the house. Additional parking is allowed behind the screen house; and across Chickadee at the Hub.

No code will be provided to access the house. Our site employees will either leave the house unlocked and ready for entry or will be available to let you in. If you're unable to get into Alice's, please contact our one of our site employees at (541) 232-4117.

Housekeeping Expectations – Pack It In, Pack It Out

Shoes are to be removed *before* entering the building.

No pets allowed.

Please clean up after all meals and dispose of waste in appropriate receptacles. No food should be left on the counters or in the fridge after your group departs. Please sort waste into the recycling stations next to the screen shack.

Upon your group's departure, no trace should be left of your stay. Please return the house and surrounding areas to the conditions they were in prior to your arrival so that we may host the next

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group. This includes washing all used dishes, taking out the trash to the recycling center by the screen shack, and replacing all used beddings.

If the house is left in such a state that a cleaning is required after your group's departure, or if any animals are brought into the house, you will forfeit all future reservations until the following Fair and may be subject to a cleaning deposit in order to book Alice's again. This deposit is not eligible to be deducted from your budget.

Food Preparation

Alice's kitchen is available for use to those staying in the house. All guests are expected to adhere to safe food handling practices. No food should be left after your group departs, including in the refrigerator.

Overnight Accommodations

Overnight stays may be booked for up to **TWO** (2) consecutive nights.* If you intend to host an overnight stay, please use the *Alice's Booking Form* on the .net site to indicate how long you will be staying. Checkout time is 3pm for any group staying overnight.

Your Reservation Information	
Coordinator / Chair:	_____
Crew / Committee:	_____
Start date:	_____
End date:	_____
Site(s) reserved:	_____

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