

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
MacKenzie Center  
W7303 County Highway CS  
Poynette WI 53955  
Phone: 608.635.8105  
Email: [DNRMacKenzieCenter@wisconsin.gov](mailto:DNRMacKenzieCenter@wisconsin.gov)

**Scott Walker, Governor**  
**Cathy Stepp, Secretary**  
Telephone 608-266-2621  
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## **MACKENZIE CENTER**

### **Lodge Program Reservation Form**

**NOTE:** Your reservation is not confirmed until this form is completed and **returned with your deposit**.  
A program planning session with group leaders is required at least 30 days prior to the program date(s).

School or Group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Teachers or Leaders: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Visit: \_\_\_\_\_

Arrival time: \_\_\_\_\_ (must be between 8am and 4pm) Departure time: \_\_\_\_\_ (must be before 2:30pm)

Group Size: # adults: \_\_\_\_\_ # youth: \_\_\_\_\_ (dorm capacity is 80 total/ 20 in each dorm)

Grade(s): \_\_\_\_\_ Have you been here before? \_\_\_\_\_

List your designated first aid contact (First Aid/CPR certified at minimum): \_\_\_\_\_

What are your educational objectives for visiting MacKenzie? \_\_\_\_\_

Do you have any comments, requests or special needs? \_\_\_\_\_

*I, the undersigned, have read the rules and regulations and agree to be responsible for the actions of the group and to accept billings by the MacKenzie Center/ DNR for damages and charges for undue cleanup that may be necessary.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To complete registration: 1) Return this form and your deposit to the address above. 2) Contact the office at 608-635-8105 to schedule your in-person or phone planning session.**

**Program Fees:** Deposit is \$120 for Day Lodge Programs and \$220 for Overnight Lodge Programs. Please ask for the Fee Schedule to see the most current fees.

**Arrival/ Departure:** Groups must arrive between 8 a.m. and 4 p.m. and depart before 2 p.m.

**Cancellation Policy:** If a cancellation is due to extreme weather conditions, or forces of nature, a full refund will be considered. If a cancellation is due to a facility failure a full refund will be made. All refunds are "minus" a \$20 processing fee.

**Scholarships:** The Friends of the MacKenzie Center offer a scholarship program to visiting school groups. If you need financial assistance to help cover or decrease your field trip cost, please apply! For more information, call the office at 608-635-8105 or email [DNRMacKenzieCenter@wisconsin.gov](mailto:DNRMacKenzieCenter@wisconsin.gov).

updated 12/2/14