

**Associated Students
VIQUEEN LODGE**

The Viqueen Lodge is provided by the Associated Students as a leisure activity facility on Sinclair Island, south of Bellingham. Cabin and grounds maintenance are provided by volunteers of the Western Washington University community under the direction of the Viking Union Administration.

A. RESERVATIONS

1. Reservations may only include one (1) weekend and a maximum of five (5) days in a row (reservations may be made through the Viking Union Reservations Office). Booking of two (2) weekends in a row will not be allowed. A reserved day is for 24 hours, from 10 a.m. to 10 a.m. It is expected that the cabin will be cleaned and vacated by 10 a.m. The Director of Viking Union Facilities may grant exceptions for groups with extenuating circumstances.
 - a. Anyone who does not cancel their reservation(s) at least 48 hours in advance by calling, e-mail, or in writing will be charged a cancellation fee equal to one daily, non-student rate. The Director of Viking Union Facilities only may approve exceptions.
 - b. Reservations for summer quarter will be accepted beginning the second Monday after the preceding Spring Quarter begins, for two weeks. At the end of the two weeks, a lottery will be held to determine which reservations will be confirmed.
 - c. Users may only reserve one (1) 5-day period during the summer months (June – September). Users may request placement on a waiting list for cancelled dates and will be contacted by the VU Reservationist should a date become open. A list of everyone staying at the cabin, with contact information, must be submitted prior to reservation confirmation.
2. A per day user fee for any group or individual reserving the facility will be charged. Any University related group will pay the same per day fee as would any individual student, unless waived by the Director of VU Facilities or the Facilities and Services Council.

B. GENERAL USE CONDITIONS

1. Beach fires are prohibited at all times!
2. Mooring is limited to one boat on the Viqueen Lodge buoy.

Viking Union/Student Activities/Associated Students
Policies & Procedures

3. Garbage and recyclables must be returned to the mainland.
4. Cutting of trees is not permitted.
5. Firewood and water should be replenished for the next user.
6. Use of motorized vehicles is prohibited.
7. Use of alcohol is prohibited.
8. No fireworks are permitted at any time.
9. A maximum of 10 people at any time are permitted, except by permission of the Director of Viking Union Facilities.
10. Tents may not be pitched to exceed the permissible maximum cabin occupancy.
11. Management reserves the right to inspect the cabin and grounds at any time.
Reasonable efforts will be made to contact the reservee prior to such inspections.
12. The individual reserving the Lodge must be physically present during the entire reserved time.

Interpretation and Enforcement: VU Administration, Facilities and Services Council

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Approved By: Facilities and Services Council

Date Approved: 06/25/65, 06/05/91, 4/24/00, 2/25/05, 5/27/11

Organization: Viking Union/Student Activities