



**JANUARY 14-19, 2024**

Presented by a Partnership For Excellence in Event Education.



**EMAIL, MAIL OR FAX THIS FORM TO:**

The National Training Center for Public Facility Managers at  
Oglebay Resort & Conference Center  
465 Lodge Drive, Wheeling, West Virginia 26003  
Phone: (304) 243-4126 • Fax: (304) 243-4106  
E-mail: [ntc@oglebay-resort.com](mailto:ntc@oglebay-resort.com)

**GENERAL INFORMATION.**

Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name (as you wish it to appear on your badge): \_\_\_\_\_  
Company / Agency: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State / Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
For any special needs of accommodations, please contact Oglebay at (304) 243-4126.  
☐ 1st Year Student ☐ 2nd Year Student

**PACKAGE PRICES**

**SINGLE PACKAGE**

*Lakeside Wing Rooms w/tuition*

*West Wing Rooms w/tuition*

*Byrd Wing Rooms w/tuition*

**IFEA/NRPA MEMBER**

☐ \$2,448.08

☐ \$2,348.08

☐ \$2,247.33

**NON-MEMBER**

☐ \$2748.08

☐ \$2648.08

☐ \$2547.33

**TOTAL amount enclosed:** \$ \_\_\_\_\_

Please visit our website at [www.oglebay-resort.com](http://www.oglebay-resort.com) for Room descriptions.

**PACKAGE INCLUDES:**

- School tuition
- 5 Nights lodging
- 5 Breakfast buffets
- 4 Buffet lunches
- 2 Buffet dinners
- Graduation celebration plated dinner
- Continuous coffee/ beverage breaks
- 5 Beverage tickets
- All taxes and applicable fees included in package pricing

**METHOD OF PAYMENT:** A check, purchase order or credit card for the full package amount must accompany this form in order to complete enrollment. When paying with a credit card, the package amount will be charged to your card upon receipt of registration. You will receive confirmation from Oglebay Wilson Lodge.

**NOTE: The balance must be paid prior to arrival.**

☐ **Check** (make check payable to Wheeling Park Commission) ☐ **Purchase Order #** \_\_\_\_\_ ☐ **VISA** ☐ **MasterCard** ☐ **American Express** ☐ **Discover**

Print Cardholder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC Security Number: \_\_\_\_\_ (MC/Visa-3 digit code back) (AMX-4 digit code front)

**CANCELLATION POLICY:** A cancellation fee of \$100 will be charged for cancellation at any time up to 30 days prior to the school; 30 to 7 days prior, 50% will be charged; and with 7 days or less notice, no refund will be issued.

**FOR MORE INFORMATION:**

[www.NRPA.org](http://www.NRPA.org)

800.626.NRPA (6772) 7-1-1 for speech and hearing impaired

[www.IFEA.com](http://www.IFEA.com)

+1. 208.433.0950

[OGLEBAY.com/NTC](http://OGLEBAY.com/NTC)

800.624.6988, ext. 4126