

Florida Atlantic University
Department of Campus Recreation
Challenge Course Reservation Application Form

To reserve a Challenge Course Program, please follow the steps outlined below.

Step 1 – Complete and submit the below application to brickere@fau.edu

Step 2 – Upon review, Campus Recreation may follow up to clarify any information

Step 3 – Campus Recreation will provide a written quote via email

Step 4 – To secure your reservation, sign and return the quote **NO LATER THAN 10 BUSINESS DAYS PRIOR TO YOUR DESIRED PROGRAM DATE.** Please note that the completion of this application does not guarantee a program reservation.

APPLICANT INFORMATION

First & Last Name:

Name of Group/Organization:

Email Address:

Phone Number:

Will you be attending the program?

If not, please provide the name and cell # of someone who will:

PROGRAM INFORMATION

Option 1 (*Preferred date and times*)

Option 2 (*In case option 1 is not available*)

Program Date:		Program Date:	
Program Start Time:		Program Start Time:	
Program End Time:		Program End Time:	
No. of Participants:		No. of Participants:	
Will food & drinks be served?		Will food & drinks be served?	

* Please note you will be charged for the number of people you list on this form. If less than the minimum show, you will be charged the minimum. We may not be able to accommodate your program if you bring more than the maximum.

Please describe your group. *Is this a work group, academic group, group of friends, etc? How well do they know each other? How adventurous are they? Have they done something like this before?*

Please describe the goals for your program. *Why would you like the group to participate in a challenge course program? Is it strictly recreational – to have fun? Would you like to work on things such as developing trust, enhancing decision making skills or problem solving skills, enhancing leadership skills, developing communication skills, etc?*

Please describe any other programming notes. *Does your group have any special requests? Any needs related to accessibility? Will we need to stop programming for lunch, etc.?*

PROGRAM PRICING

Please mark the appropriate program you wish to reserve.

	Half Day Teambuilding Program (up to 4 hours)	Full Day Teambuilding Program (up to 6 hours)	Recreational Climbing Only (2 hours, 20 ppl)	Portable Program (up to 2 hours)
Community Groups	☐ \$45/person	☐ \$70/person	☐ \$300/event	Not Available
Nonprofit Groups	☐ \$35/person	☐ \$50/person	☐ \$250/event	Not Available
FAU Affiliated Departments	☐ \$20/person	☐ \$30/person	☐ \$175/event	☐ \$12/person
FAU Registered Student Org	☐ No Charge	Not Available	☐ No Charge	☐ No Charge

PROGRAM AGREEMENT

I understand that the Department of Campus Recreation has the right to modify or cancel all scheduled programs. Initials: _____

If Campus Recreation is unable to secure appropriate staffing for my selected program date, my program may be rescheduled or cancelled. Initials: _____

I understand any request for catering to be supplied by any vendor other than the University's contractor must be approved by both Business Services and Environmental Health & Safety. Initials: _____

I understand that all individuals attending the program must sign an Informed Consent & Release of Liability form, even if the individuals are not participating in the program activities. Initials: _____

I understand that if program cancellation becomes necessary, it is the responsibility of the individual/group to notify Campus Recreation no less than 48 hours before the program. Failure to do so will result in forfeiture of all paid program charges. Initials: _____

I understand that I, and my guests, must adhere to all Campus Recreation policies and procedures. Initials: _____

I understand a quote will be provided to me. To secure my reservation, I must sign and return the quote to Campus Recreation no later than 10 business days prior to my program date. My program may be cancelled if Campus Recreation does not receive a signed quote at least 10 business days prior to my program date. Initials: _____

I understand I will be invoiced for the number of participants listed on this form. If less than the minimum show, I will be charged the minimum. If more than the max show and my program can be accommodated, I will be charged for the additional participants. Payment is due within 30 days after receipt of invoice. Initials: _____

I understand that my program is staffed based on the number of participants provided on this form. If more participants than the stated number on this form show up the day of the program, Campus Recreation may not be able to accommodate my program. Initials: _____

If inclement weather is expected for my program date, I may reschedule my program up to 48 hours before the program. In the case of cancellation due to weather, Campus Recreation will use reasonable efforts to provide an alternate date that meets my schedule. Initials: _____

In case of inclement weather the day of your event, facilitators will make a decision on how or if to continue my program. Programs will be facilitated rain or shine unless dangerous conditions present themselves, in the sole discretion of Campus Recreation. Campus Recreation does not offer refunds to groups that encounter inclement weather the day of their program. Initials: _____

I must provide a responsible adult during any program which includes participants under the age of 18. Initials: _____

Campus Recreation will provide a limited number of complimentary parking passes for the group (1 pass for every 4 participants). Additional passes may be purchased online at <http://www.fau.edu/parking/>. Any parking citations are the responsibility of the vehicle owner. Initials: _____

I, _____, have read the above program agreement and agree to the policies stated above.

Signature

Title

Group/Organization

Date

*Please note that completion of this application does not guarantee approval. Applicants may return the completed form to the Campus Recreation Membership Office located in the Recreation and Fitness Center, fax to 561-297-2421, or email to brickere@fau.edu.