

FAU Challenge Course Reservation Application

Step 1 – Complete and submit the below application to jparra3@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, payment must be made **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/Org:

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* (min 10):

No. of Participants* (min 10):

Will food & drinks be served?

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PROGRAM PRICING - Please mark the appropriate program you wish to reserve.

	Express Program (up to 2 hours)	Half Day Program (up to 4 hours)	Full Day Program (up to 6 hours)	
Community Groups	☐ \$29/person	☐ \$45/person	☐ \$70/person	
Nonprofit Groups ¹	☐ \$22/person	☐ \$35/person	☐ \$50/person	¹ – Must provide proof of nonprofit status, such as a 501(c)(3) determination letter
FAU Affiliated Departments ²	☐ \$13/person	☐ \$20/person	☐ \$30/person	² – Must be an on campus department (any FAU campus)
FAU Registered Student Org ³	☐ \$6/person	☐ \$10/person	☐ \$20/person	³ – Must be a recognized student organization in OwlCentral

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.?*

POLICIES

Payment must be made in order to secure your reservation. The latest payment will be accepted is 10 business days prior to your desired reservation date. We accept credit cards and electronic checks as forms of payment for your Challenge Course Programs. A minimum payment for **10 participants** is required to secure your reservation.

Cancellations made at least 10 business days before the program date will receive a full refund less a 5% cancellation fee. Cancellations made within 10 business days of the program date will not be eligible for a refund.

Programs may be **rescheduled** one time as long as the request to reschedule is made at least 10 business days before the program date. We are not able to accommodate requests to reschedule made within 10 business days of the program date.

The Department of Campus Recreation **reserves the right to modify or cancel** any scheduled programs.

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.

All individuals attending the program must sign an **Informed Consent & Release of Liability form**, even if the individuals are not participating in program activities.

If less participants show the day of the program, **no refunds** will be issued. If more participants show and they can be accommodated, an invoice will be provided for the additional participants.

If **inclement weather** is expected **in advance** of a program, Campus Recreation may cancel the program. If Campus Recreation cancels a program due to weather, we will use reasonable efforts to provide an alternate date or provide a full refund if requested.

In case of **inclement weather the day of your event**, facilitators will make a decision on how or if to continue the 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.

A **responsible adult** must be present during any program which includes participants under the age of 18. Participants must be at least 10 years old and meet all participation requirements.

Parking ePermits are required and may be purchased online at <http://www.fau.edu/parking/permits.php>. Any parking citations are the responsibility of the vehicle owner.

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

Signature

Title

Group/Organization

Date

*Please note that completion of this application does not complete your reservation. Applicants may return the completed form to the Campus Recreation Membership Office located in the Recreation and Fitness Center or email to jparra3@fau.edu.