Basler Team Challenge & Aerial Adventure Course
Planning & Reservation Form

Reservation request must be received at least 3 weeks prior to the desired date. A $50 non-refundable program deposit is required to reserve your program. The final number of participants must be submitted at least 5 business days prior to the scheduled session date. Payment in full will be required within 30 days after the program. Programs will not be scheduled without this completed form due to planning and staffing concerns. Deposits and payments for non-ETSU groups will be handled through ETSU Camps & Conferences. Submit completed form to OutdoorAdventure@etsu.edu or turn in in to CPA Member Services at the CPA front entrance.

Group Name / Department: ____________________________________________________________

Contact Person: ______________________________________________________________________
Name ___________________________ Phone # ___________________________ e-mail ___________________________

Date / Time Preferred: _________/__________

Date / Time (2nd option): _________/__________

Check applicable category:

_____ETSU Student Group, Department, or Class
_____ETSU affiliated camp or non-profit group
_____Non-ETSU Group or Corporate Group

Group Information
# of Participants*: __________
Preferred Session Duration (2 hours or 4 hours): __________

*Group minimum size is 6; 8-14 is ideal; larger groups will be divided; groups of over 40 will require additional planning to accommodate - contact ETSU Outdoor Adventure. We reserve the right to make the final determination on if a group size is too large to accommodate.

Goals for This Group: (please circle all that apply)

Teamwork
Communication
Problem Solving
Facing Challenges
Planning
Fun
Getting to know each other
Trust Building
Listening
Open-Recreation
Other(s): ____________________________

How well do group members know each other (meet weekly in class, met once before, members of same organization, live together, teammates, some are new to the group, etc.)? ____________________________

In your opinion, how well does this group work together (great, no idea, hard to tell, dysfunctional, etc.)? ____________________________

Are there any known group limitations (fitness level, injuries, disabilities, adaptations, etc.)? __________

Clothing: Participants will need to dress appropriately for participation and the weather. Closed toe and closed heel shoes are required. Clothing must provide appropriate coverage / protection for use with full-body harness.

Participation is voluntary: Anyone with back, neck, or other physical problems should tell the facilitators and should not attempt elements, which might aggravate or compromise old injuries. The facilitators are here to instruct, assist, cheer, advise, guide and otherwise provide a safe, fun, outdoor recreational learning experience with an emphasis on first class customer service, safety, and individual/group growth. They are not “drill instructors” and therefore do not yell or mandate (unless safety is compromised). Participants may choose not to participate in some or all of the activities and events offered.

For more information contact ETSU Outdoor Adventure: 423-439-7981 or OutdoorAdventure@etsu.edu.

FOR STAFF: Date form received: _________ Scheduled Date: _________ Time: _________ # of staff needed: _________

Staff assigned to work: ______________________________________________________________________

If not scheduled - reason why: ______________________________________________________________________
Basler Team Challenge & Aerial Adventure Course
Reservation Policies and Procedure

1. Reservation request must be submitted a minimum of 3 weeks prior to the dates being requested.
2. If the date is available a $50 non-refundable deposit is due immediately to confirm the date.
3. An invoice for the program will be sent within 3 business days of the program; payment in full is required within 30 days of the receipt of the invoice. Groups must submit one lump sum payment for the program; no individual payments will be accepted.
4. For ETSU groups, deposits and payments in cash or check will be made at the Basler Center for Physical Activity (CPA) Front Office (2nd Floor); departmental transfers are also an option with prior arrangement.
5. For non-ETSU groups, deposits and payments will be arranged through the ETSU Camps & Conferences office.
6. Cancelations made less than 5 days prior to the program date will be subject to the full amount due based on the Program Agreement.
7. Confirmation of number of participants is due a minimum of 5 business days prior to the program date. Fewer participants will not be refunded. Adding participants will be handled on a case by case basis, and are subject to additional per person fees.
8. Our programs are “Rain or Shine” we do not have the option to schedule a back-up rainy day program site.
9. We reserve the right to cancel a program due to environmental hazards (lightning storm, torrential rain, snow / ice, high winds (in excess of 30 mph), extreme cold (below 28 degrees Fahrenheit) or heat above 99 degrees Fahrenheit), etc.
10. Emergency closures of the university will result in program cancelation.
11. Programs disrupted by environmental hazards such as lightning will receive partial refunds based on the time that is lost due to the disruption, for example if a 4 hour program that is canceled 1 hour or less after the program begins may receive a 75% refund, 1 – 2 hours a 50% refund, 2 – 3 hours a 25 % refund, etc.
12. Any program canceled by Outdoor Adventure Campus Recreation before the program starts will receive a full refund or the option to reschedule the program at a later date.
13. It is the responsibility of the contact person scheduling the program to communicate to all participants the proper attire for the course and items to bring to the program; a Participant Information Need to Know FAQ will be included with the Program Agreement.
14. All participants must be on time, we cannot accommodate late participants.
15. All participants must read, agree to and sign the Team Challenge & Aerial Adventure Course Release of Liability / Hold Harmless Agreement and the Agreement to Follow Policies.

Signature required for the contact person submitting this request.

I have read, understand and agree to follow these policies.

_________________  ______________
Signature  Date

Submit completed form to OutdoorAdventure@etsu.edu or turn in to CPA Member Services at the CPA front entrance.

For more information Call ETSU Campus Recreation at (423) 439-4266