

MUNCIE COMMUNITY SCHOOLS: CAMP ADVENTURE USER FORM
 4881 S. Proctor Road Muncie, IN 47302 (765) 281-6743, FAX (765)747-5230

Steps to complete application:

- 1). Call James Leslie: (765) 281-6743 to book date/check availability.
- 2). Fill out Camp Adventure user form and send to James Leslie at Camp Adventure.
- 3). Applicant will receive a response within five business days.

Organization Information

Name of Organization _____

Intended Use _____

Event Date _____ Day of Week _____ Times _____ to _____

Number of Adults _____ Number of people under 18 y.o. _____

Facilities Desired

Facility	Non-Profit Cost	For-Profit Cost	Group Size	Number of groups	Cost	Total \$
Shelter (5)	\$150 (1/2 day) \$200 (all day)	\$250 (1/2 day) \$350 (all day)	40			
Log Cabin/ Bibler Lodge	\$200 (1/2 day) \$250 (all day)	\$250 (1/2 day) \$350 (all day)	75			
Primary Low Ropes (2 groups of 12 each)	\$200 (1/2 day) \$250 (all day)	\$35 (1/2 day) \$55 (all day) per person	8-12			
Low Ropes (2 groups of 12 each)	\$200 (1/2 day) \$250 (all day)	\$35 (1/2 day) \$55 (all day) per person	8-12			
Teams Courses (5 groups of 12 each)	\$200 (1/2 day) \$250 (all day)	\$50 (1/2 day) \$70 (all day) per person	8-12			
Additional Staff	\$200 (all day)	# of staff TBD				

Total \$ _____

I have read and understand the rules and regulations of the board of school trustees governing the use of these facilities as listed here and on the accompanying page. The groups that I represent and I agree to strictly observe these rules and regulations, and to be responsible for any damage to school property and/or any legal liability as well as supervising the behavior of all our participants while using these facilities.

Signature: _____ Title: _____ Date: _____

Printed Name: _____ Telephone: _____ Fax: _____

Address: _____ City/State: _____ Zip Code: _____

Contact Person (if different)

Printed Name: _____ Telephone: _____ Fax: _____

Address: _____ City/State: _____ Zip: _____

\$ _____ Fee (**Fees must be sent to Camp Adventure at least five business days prior to the event. Payment may be made by cash, certified check, cashier's check, or money order. Make checks payable to Muncie Community Schools. PERSONAL CHECKS WILL NOT BE ACCEPTED. FAILURE TO MAKE PAYMENT ON TIME WILL VOID THE PERMIT.**)

DO NOT WRITE BELOW THIS LINE

Fee Paid: _____

Permit approved in accordance with the rules and regulations of the Board of School Trustees
 Liability Insurance Required _____ NO-MCS groups only _____ YES if already on file coverage through

Camp Adventure Administrator

Date

CONDITIONS AND RULES FOR USE OF CAMP ADVENTURE

- 1). All group members are subject to all items listed under “CONDITIONS FOR THE USE OF FACILITIES” in addition to the items listed below.
- 2). A Certificate of Insurance must be presented to Camp Adventure five days prior to the event.
- 3). The contact coordinator for the group must advise all participants to fill out a Muncie Community Schools waiver of liability form. The forms must be brought to Camp Adventure on the date of the reserved program.
- 4). Payment of fees must be sent to Camp Adventure. Payment may be made by cash, certified check, cashier's check, or money order. Make checks **payable to Muncie Community Schools**. PERSONAL CHECKS WILL NOT BE ACCEPTED. FAILURE TO MAKE PAYMENT WILL VOID YOUR PERMIT. Payment must be made at least five days prior to the event.
- 5). Cancellation within 72 hours of the rental date will result in 25% of the total rental price being assessed. No refund will be given if cancellation notice is not received according to this condition.
- 6). MCS reserves the right to reject any application and refuse the use of the Camp Adventure grounds.
- 7). MCS reserves the right to cancel the use of this facility at any time. MCS is not liable for damages, direct or consequential, in the event of cancellation.
- 8). MCS shall not be responsible for damages or loss of property sustained by the applicant or group member in any program. MCS does not insure the applicant from liability or responsibility for participants or protect them from damages or lawsuits that might be levied against them. The applicant assumes all liability for damages applicant causes while using the school facility.
- 9). Special arrangements and fees may be arranged for the use of the facility by governmental agencies.
- 10). Use of the facility is strictly limited to the areas designated or included in the permit. The applicant and participants are responsible for their compliance to these rules. Camp Adventure staff shall have immediate and final authority concerning use of these facilities. Failure to comply with the rules and regulations will be reason to immediately terminate your program and cancel future privileges for use of Camp Adventure. Refunds will not be given.
- 12). In accordance with the Delaware County Ordinance 2006-004 and School Board Policy #7434, smoking or any use of tobacco, alcohol, drugs, use of firearms, or use of profane/obscene language is prohibited inside any MCS facility or on the grounds of any facility. There shall be no violation of the State Fire Marshal's "NO SMOKING" rule. Only fire resistant decorations can be use with no open candles or flames of any kind.
- 13). Campfires are only permitted in the fire rings, bonfires are prohibited. All fires, hot embers, or coals must be extinguished before you exit the premises.
- 14). No furniture, equipment, or Camp Adventure property shall be used or moved without approval of Camp Adventure personnel. All requests must be submitted in writing.
- 15). All concession rights are reserved by MCS unless written consent is obtained on the permit. The applicant cannot sublet the premises during their period of rental.
- 16). Electrical wiring is not permitted without written consent and may only be installed by MCS electricians.
- 17). Departure time is listed on the permit. Failure to observe time limits will result in additional rental fees.
- 18). No unauthorized swimming, boating, fishing, hunting, trapping, etc. is allowed on the premises.
- 19). Stay on the trails; no motorized vehicles are permitted on the trails or open fields. All vehicles must park in designated areas.
- 20). The emergency **Crisis Management Plan** is posted in the Lodge and Log Cabin.
- 21). No pets or farm animals are allowed on the Camp Adventure grounds. However, approved service dogs are welcome and permitted.