



Event Name: _____ Contact Person: _____
 Arrival Date & Time: _____ Title: _____
 Departure Date & Time: _____ Cell Phone: _____
 Sponsoring Organization: _____ Home Phone: _____
 Number Attending: _____ Work Phone: _____
 _____ Email: _____

Advisor's Name: _____ Email: _____ Phone: _____

Billing Address: _____ City: _____ State/Zip: _____

I plan to pay using: Check Cash WIU DPA# Credit Card

FACILITIES REQUESTED - if you need an accomodation, please check here

- Lodge\$40/calendar day, \$50 deposit required
- Commons Area\$20/calendar day, \$50 deposit required
- Cabins 12BED 8BED 8BED \$30/cabin/night, \$50 deposit required
- Firewood Included
- Challenge Course (all day) \$25/person, min. \$250
 - Teams Course (4 hrs) \$12/person, min. \$120
 - Team Building Activities (1-3 hrs) \$10/person, min. \$100
 - High Ropes Course (4 hrs) \$15/person, \$150
 - Climbing Tower Groups (4 hrs) \$100, up to 25 people
- Special Program.....Prices Vary
- Wedding Package \$300

DESCRIPTION OF EVENT

Reminders: A) Submit this form. B) After being invoiced, submit payment & security deposit. C) Submit certificate of insurance (non-WIU groups).

Completed requests must be signed and submitted to Western Illinois University's Recreation, Park and Tourism Administration (RPTA) office, 400 Currens Hall, 1 University Circle, Macomb, IL 61455, at least 14 business days prior the requested event. Full payment of guaranteed number of attending participants must be submitted 7 days before reservation date. The contact person will be notified and invoiced when the event has been approved. I understand and agree to abide by the rules and policies established by Horn Field Campus, RPTA and Western Illinois University as stated on the following Rules and Policies page.

Signed _____ Date _____

[FOR OFFICE USE ONLY]

Send Invoice <input type="checkbox"/>	R# <input type="text"/>	Group Profile <input type="checkbox"/>	Insurance <input type="checkbox"/>	Date Received
Deposit <input type="checkbox"/>	In R# Roster <input type="checkbox"/>	In Calendar <input type="checkbox"/>	Waiver <input type="checkbox"/>	____/____/____



PAYMENT

Please send payment to:

Upon receipt of your invoice, please submit payment. Please make checks or money orders payable to: Horn Field Campus. If issuing a DPA, make it payable to WIU account # 349500. To make a credit card payment, please call the number at the top of the page.

Horn Field Campus
Western Illinois University
Department of Recreation, Park, & Tourism Administration
1 University Circle
Macomb, IL 61455

FEE & DEPOSIT

- Off-campus organizations are required to submit a \$50 cleaning & damage deposit in advance of the reservation in the form of a separate check. All groups are expected to leave the facility in a clean condition. When all procedures are followed and there is no damage to the facility, your deposit will be returned in full. Please see the cleaning checklist (located in the lodge and in the cabins).
- All fees and deposit are due one week prior to your reservation date. Refund of fees will only be processed if the reservation is canceled one week prior.

POLICY

HFC On-Site Usage Policy: http://www.wiu.edu/coehs/rpta/horn_field_campus/facilities/rental_policy.php
University Facilities Policies can be viewed at <http://www.wiu.edu/policies/facilities.php>

- University Policy on Smoking
- Fire Ordinance Policy
- Policy on Commercial and Charitable Solicitation
- Policies Governing the Sale and Provision of Alcoholic Beverages
- Instructional/Training/Programs Policy

LIABILITY OF SPONSORING ORGANIZATIONS

Organizations or individuals not associated with Western Illinois University are required to either:

1. Provide to the University a certificate of insurance, including the Board of Trustees and Western Illinois University as an additional insured, for no less than \$1,000,000 combined limits; OR

2. Purchase coverage for the event through the Tenant Users Liability Insurance Program (T.U.L.I.P.). Contact the Office of the Vice President for Administrative Services, Sherman Hall 200, 309/298-1800, for a cost estimate.

T.U.L.I.P., which provides affordable General Liability insurance, is available to tenants, users, and renters of Western Illinois University facilities. Protection is provided against negligent acts, property damage, or bodily injury for which the group or organization may be held responsible. Western Illinois University is named as an additional insured. The cost of the coverage is a per day charge based on the type of event and number of people attending the event.

The organization shall assume full responsibility for the conduct of any patron, guest, or visitor who attends an event they are sponsoring. Western Illinois University assumes no responsibility for supervision and/or chaperoning any event scheduled in campus facilities.

Any sponsoring organization or individual using University facilities assumes responsibility for maintaining the condition of the facilities during its use. The organization or individual shall be responsible for all damage to, or misappropriation of, University facilities or equipment occurring as a result of the use of facilities. This responsibility includes damage or misappropriation by all non-University attendees. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.