UREC TEAM Challenge Course
Group Contact Checklist

Thank you for booking with us. We are looking forward to having you on the TEAM Challenge Course. Below is a checklist that will help prepare you for your time with us.

1. **Group Contact Meeting**: Be sure to schedule yours with one of our TEAM facilitators at least 5 business days prior to your scheduled program.
   
   i. Be prepared to discuss your group’s needs at this meeting. We will be confirming program details including lunch plans (if applicable) and what your final participant count is.

2. **Agreement/Invoice**: Return signed agreement or invoice with any necessary payments to the Business Manager before the program date.

3. **Participant Information and Assumption of Risk**: Please send out copies of Participant Informational Guide as well as the Participant Information and Assumption of Risk form to your group/organization’s members participating in the program.
   
   i. Be sure that everyone has completely filled out the forms in blue/black ink pens. *No pencil. (Please note that anyone who does not have a completed form will NOT be able to participate)*

   ii. Turn in Participant Information and Assumption of Risk form before your program day to the Coordinator of Adventure and TEAM Programs or bring them on the day of your program.

4. **Policies and Procedures**: Review the TEAM Challenge Course policy and procedures.

5. **Day of the Program**: Make sure all participants eat breakfast and drink plenty of water before coming to the course.

6. **Where to meet**: We will meet you at the UPARK Challenge Course 10 minutes prior your designated program start time.

7. **Contact us**: Please call us at 540-568-8735 if you have any further questions.
## UREC TEAM Challenge Course Fees

<table>
<thead>
<tr>
<th>Type of Group</th>
<th>Half Day (2-4 hours)</th>
<th>Full Day (5-8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JMU Student</td>
<td>$10*</td>
<td>$15*</td>
</tr>
<tr>
<td>JMU Faculty/Staff</td>
<td>$15</td>
<td>$25</td>
</tr>
<tr>
<td>Non-JMU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Profit or Corporate or Private</td>
<td>Ask about customized pricing</td>
<td></td>
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</tbody>
</table>

Listed price is per participant.
All groups will be charged for a minimum of 8 participants.
*Fee can be covered for approved student organizations, academic classes, and student government through TEAM Grants in 2014-15.* Once Grant funding has reached its end for the semester, students will be charged accordingly.

## TEAM Challenge Course Policies and Procedures

### General Safety Policies
1. All participants must complete the Participant Information and Assumption of Risk form prior to utilizing the TEAM Challenge Course.
2. Climbing on course equipment is permitted only during scheduled and supervised programs.
3. Participants cannot use personal climbing equipment on the course.
4. Participants must wear appropriate clothing and closed toed shoes.
   a. Participants who are not wearing closed toed shoes will NOT be allowed to participate.
5. Hazardous and obtrusive jewelry, watches, and clothing items must be removed.
6. Alcohol and tobacco products are not permitted at the TEAM Challenge Course facility.
7. Participants must remove objects from mouth such as; gum, candy, food, etc.
8. All waste must be disposed of in proper receptacles.
9. Participants must respect the Policies and Procedures as well as the rules set forth by the TEAM Challenge Course staff.

### Reservation Policies
1. Reservation Requests will be reviewed in the order they are received.
2. Preference will be given to JMU student groups, then to Faculty/Staff, and then to non-JMU groups.
3. All paying groups will be charged for a minimum of 8 participants.
4. Reservation request forms must be received 15 business days prior to requested date.
   a. A submitted request form does NOT constitute a finalized reservation.
5. In order to receive the student rate, ALL participants must be current JMU students and present a valid JAC at time of arrival.
6. All groups must schedule a contact meeting and provide a final participant count no later than 5 business days prior to the program.

### Cancellation, No-Show, and 80% Policies
1. Cancellations must be in writing and received at least 5 business days prior to the scheduled program date.
   a. Non-University groups cancelling will be charged a processing fee (to be calculated related to program costs).
2. UREC staff reserve the right to cancel a reservation at their discretion.
3. Inclement Weather Cancellation:
   a. Weather Cancellations will be made by UREC staff members only.
   b. Every effort will be made to reschedule program if a weather cancellation is warranted; however, if rescheduling is not possible, paying groups will receive a full refund.
4. Any group receiving a grant must comply with the 80% and no-show rules
   a. The 80% rule is: a group must show up with at least 80% of the number they confirmed with us to avoid a fee (to be calculated related to program costs).
   b. The No-show rule is: Groups who do not show up for the confirmed program who received a grant will also be charged a no-show fee (to be calculated related to program costs).