Rock Wall Facility Request Application

All Facility Requests are due a minimum of 10 business days before the date of the event.

Fee Schedule (Rates are Hourly)

<table>
<thead>
<tr>
<th>Space</th>
<th>Stud. Org</th>
<th>Acad. Dept. (non-Univ. function)</th>
<th>Conference Group/Non-University</th>
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</thead>
<tbody>
<tr>
<td>Rock Wall</td>
<td>$50</td>
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Additional Fees
**  A $100 fee will be charged to the group if the space is not cleaned up properly following the event.
**** If an event takes place or continues past regular operating hours, additional fees will be charged.

By signing the rental agreement, a rental group indicates that the group as well as the individuals involved in the rental will:

- Abide by all facility policies including those that are specific to the rented space or area.
- Be responsible for cleaning up after the event and leaving the area in the same condition as it is received.
- Coordinate group admittance into the Halas Recreation Center, Sean Earl Field or Winthrop Ave Play Lot.
- Be responsible for the conduct, behavior and location of all members of the group while using the Halas Recreation Center.
- Stay in designated area as assigned. Persons found in areas designated off-limits will be asked to leave the Halas Recreation Center.
- Appropriately use the facility and its equipment in accordance to posted guidelines as well as follow use or safety instructions of the Event staff.
- Persons or groups misusing equipment or non-compliant to safety rules or instruction will be asked to leave the facility and will be billed for any damages that are incurred.
- Assume all risks of damages or injury, including death, which may be sustained while participating in the event or in travel to or from such event.

Please note:
- The rental group, dependent upon size or activity, may be required to obtain and submit a Certificate of Liability demonstrating liability coverage that indemnifies the Halas Recreation Center, Campus Recreation, Student Complex and Loyola University Chicago from liability for injuries and damages for the specific event. The group assumes all risks of damages or injury, including death, which may be sustained while participating in this activity or in travel to or from such activity.
- This agreement is not finalized until signed by applicant & Authorized Campus Recreation staff member.

Rock Wall Policies:
- Climbing is dangerous
- Keep fall zones clear; stay off the black pad if you are not actively climbing, belaying or spotting-
- Choose an appropriate challenge while climbing; your safety is your responsibility-
- Climb only when the Rock Wall is supervised by approved staff-
- Refrain from boisterous, rough play at the Rock Wall-
- Do have an adult accompany you at all times if under the age of 14-
- Use equipment in accordance with manufacturer’s instructions-
- Belay only after passing the Belay Qualification Test while wearing your green card-
- Use the proper commands while Climbing-
- Climbing or Bouldering on any climbing wall can result in falls-
- Falling from height can result in serious injury or death-
- Do use chalk that is contained in a chalk ball or sock-
- No food is allowed in the Rock Wall space

EVENT & CONTACT INFORMATION

Contact Name: _____________________________________________   Phone: _________________________________

Sponsoring Organization (Please select the appropriate group type):

--- Student Organization/Halas Member   --- Academic Department   --- Conference Group/Non University
Sponsoring Organization Name ____________________________________________

Event Date __________________________ Start Time _____ am/pm End Time _____ am/pm

Event Purpose (Please provide a general explanation of the type of event(s) being held in each area)
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Group Goals (Please provide an explanation of the goals your group is looking to achieve through the use of the Rock Wall)
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

EVENT DETAILS/NEEDS
The Rock Wall rental fee covers a group of up to 25 climbers and 5 staff members. If the group is larger than 25 people, we ask that the group plan a rotational process for climbers to follow. In addition to supervising and belaying climbers other staff facilitation may be requested. Please discuss these specifics with the Rock Wall Coordinator.

If any group members are younger than 18 years of age they will need to have a parent or legal guardian sign their waiver. This can be done in person, through fax, email or snail mail (though email of fax is preferred).

If any persons require specific needs or accommodations please discuss these with the Rock Wall Coordinator.

RENTAL/RESERVATION AGREEMENT
(Full rental policies on website or back of form)
1. Full payment is due one week in advance of event. Late payment may result in immediate cancellation or a 20% late fee.
2. Cancellation must be made no later than 3 days prior to event or refund is void. A $50 processing fee applies to all rental cancellations.
3. Additional expenses may apply for non-member admittance.
4. Please submit this document to the Rock Wall Coordinator in person or via email.

PAYMENT
___Check (payable to Loyola University Chicago) ___Cash
Total: $________

Budget transfer – Loyola departments’ only ___ Credit Card: Date Charged __________________

AUTHORIZATION
(I understand & agree to comply with Student Complex and Halas Recreation Center policies & procedures as listed on page 2)

Signature of Applicant ___________________________________________ Email Address _________________________________

Office Use Only
Request Approved? ___________________________ Day/Date/Time: ___________________________

Date application received: ___________________________ Date full payment received: _________________ Amount Received: $_________