**REQUEST FORM**

*(Must be received at least 2 weeks prior to request date)*

Contact  
Person: ____________________________  
Contact: ____________________________  
Signature: ____________________________  
Phone (day) ____________________________  
(Home) ____________________________  
Campus Box ____________________________  
Required Faculty/Staff Attending  
__________________________________________  
__________________________________________

Group  
__________________________________________

Number of Participants ____________________________  
Special Needs  
__________________________________________

**Date Requested** ____________________________  
Alternate: ____________________________  
**Time:**  
☑ 8:30am-12:30pm  
☑ 9am-1pm  
☑ 1-5pm  
☑ 2-6pm

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**ELON COURSE**

- Community Challenge (designed to meet the needs of Elon 101 groups)  
- L.E.A.P. (Leadership Experience in Adventure Programming for organizations and student groups)  
- Outside Insights (A high adventure program for small, well-developed groups)  
- Consulting Requested  
- Fire Circle needed__________am/pm (reserve @ 278-7729 or -PRAY)

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**CEDAROCK COURSE**

- Low ropes ($75 fee)  
- High ropes ($125 fee)  
- House needed am/pm  
- Submit Check Request for Alamance Recreation Dept. when submitting Course Request

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**Cancellation Policy**

It is the policy of the Elon Challenge Course facilitators and staff to go to the course on the date requested regardless of the weather condition. If inclement weather is present, we can still generate a program that will have similar results, but is conducted indoors.

The Elon Challenge staff reserves the right to cancel the course request if there is extreme weather, unsafe condition, or extenuating circumstances beyond control. In the event that this happens, the contact person will be called immediately and informed of the situation. We will do everything in our power to get you on the course ASAP. The Challenge staff would also remind groups that this is a contract and that if all conditions are not met, the staff will not allow your group to go on the course.

Groups: In the event that the group cancels without giving the Challenge Course staff timely notice (more than 24 hours), you will incur a cancellation fee of $40. The Challenge Course is a free service; however, it is a service that cannot be abused.

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**Elon Course** requested via R25: ____________________________  
Lodge Requested via R25: ____________________________

R25Concerns: ____________________________

**Cedarock** contacted (570-6358): ____________________________  
Cedarock concerns: ____________________________

Afterflow Permit and Check Request to Alamance Rec. Dept. for Cedarock Course submitted: ____________________________

Facilitator(s) Contacted: ____________________________  
Confirmed: ____________________________

Packet sent to Group Contact & Facilitator: ____________________________  
(at least 1 week prior to course date)

Coordinator/Rex/ Mallory approved Facilitator Program Outline: ____________________________

Facilitator Returned Consent Forms Keys Program Evaluation to the Center for Leadership ____________________________

Consent Forms entered into database: ____________________________

Request cancelled: ____________________________  
Reason/ Cost if Applicable: ____________________________

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*Office Use Only*