CROSSROADS OF AMERICA COUNCIL, BOY SCOUTS OF AMERICA
Facility Reservation Form

Education and Program Center
7125 Fall Creek Road North, Indianapolis, IN 46256
317-813-7125 317-813-7126 (fax)

To make a reservation, contact any Council Service Center.

FACILITIES	CAPACITY	SERVICES AVAILABLE	CAC UNITS	NON-CAC BSA UNITS	NON-BSA
Scout Hall		Main entrance lobby area. Includes soft seating, tables and chairs. Fireplace is not included in rental.	$25 / 2 hours	$35 / 2 Hours	$45 / 2 hours
Wilmeth Room 100	125 Theater	1273 square feet. Includes AV equipment, folding tables and stacking chairs, whiteboard, tack strips, sink and snack area.	$30 / 2 hours	$40 / 2 Hours	$50 / 2 hours
Reilly Conference Room 108	10 Conference	332 square feet. Includes AV equipment, folding tables, conference chairs, whiteboard, tack strips, sink and snack area .	$15 / 2 hours	$25 / 2 Hours	$35 / 2 hours
Shaheen Room A, 109	10 Conference	372 square feet. Includes AV equipment, folding tables, conference chairs, whiteboard, tack strips, sink and snack area .	$15 / 2 hours	$25 / 2 Hours	$35 / 2 hours
Shaheen Room B, 110	10 Conference	372 square feet. Includes AV equipment, folding tables, conference chairs, whiteboard, tack strips, sink and snack area .	$15 / 2 hours	$25 / 2 Hours	$35 / 2 hours
Conference Room 111	10 Conference	344 square feet. Includes AV equipment, folding tables, conference chairs, whiteboard, tack strips, sink and snack area .	$15 / 2 hours	$25 / 2 Hours	$35 / 2 hours
Warming Kitchenette		Includes large refrigerator, microwave, stove, sink, ice maker and serving line.	$25 / 2 hours	$35 / 2 Hours	$45 / 2 hours
Education Station Overhang		Outdoor area off of Wilmeth Conference Room. Partially covered gravel.	$10 / 2 hours	$ 20 / 2 Hours	$30 / 2 hours
McCrory Patio		Outdoor area off of Scout Hall. Concrete. Not covered. Permanent benches and tables in place.	$ 10 / 2 hours	$ 20 / 2 Hours	$30 / 2 hours
Vectren Corp. Amphitheater		Outdoor area on slope near pond.	$10 / 2 hours	$ 20 / 2 Hours	$30 / 2 hours

GENERAL NOTES

A Crossroads of America Council employee will be a contact for any reservation. This employee will be responsible for ensuring that the volunteer cleans and secures the building at the conclusion of the meeting as outlined in the Room Usage and Cleaning Guidelines and the Security System Usage Guidelines.

All areas are not heated or cooled when not in use. Each room has a thermostat with an override button to adjust temperature during rental.

Conference Room 108, Shaheen Conference Rooms A and B, and Conference Room 111 can be combined.

When multiple groups are renting meeting rooms in the Education and Program Center, it may be necessary for groups to share use of the kitchenette. We will notify you ahead of time if this is the case and every attempt will be made to make scheduling arrangements with all groups involved.

All facilities require a $50.00 security deposit. Security deposit is refunded if no damages occur and building is properly secured.

Extra cost may be incurred after rental if it is found that additional rooms beyond those indicated on this form were used during the course of the rental.

Renter must sign and agree to the Guidelines of Facility Use on the second page of this form.

RENTAL NOTES

If a renter has specific needs for training equipment or assistance from a Skills Instructor during their rental, please make note in the space below.

Any renter using AV equipment (including their own) must have received AV training from a Education and Program Center Employee prior to rental. Please make note below of AV equipment usage.

A mobile coat rack and podium are available for use with the conference rooms. Please note below if required for rental.

RESERVATION INFORMATION	
Taken by	
Date	
Council Contact Notified	
Volunteer Coord. Notified	
Arrival Day & Date	
Arrival Time	
Departure Day & Date	
Departure Time	
District/Unit/#	
Purpose of Rental	
Number of Youth	
Number of Adults	
First Leader's Name	
E-mail Address	
Day Phone	
Alternate Phone	
Age (Minimum 21)	
Second Leader's Name	
Phone	
Age (Minimum 18)	
Council Contact's Name	
Alternate Phone	
AV Rental Information	
AV Trained Person	
Date Training Completed	
Fee Information	
Amount Paid	
Date	
Receipt Number	
Refund Issued	

GUIDELINES OF FACILITY USE FOR CROSSROADS OF AMERICA COUNCIL SCOUT EDUCATION AND PROGRAM CENTER

The facilities available at the Scout Education and Program Center are provided by the council to support district activities and council events. The facilities are a large financial obligation of service by our council. Enjoy the facilities, protect them, conserve and give everyone the chance to enjoy a Scouting adventure.

FOR RENTAL:

- Contact any council service center to begin the reservation process. Once it has been determined that the facilities are available for rental, this rental form will be completed. Your district executive or council activity advisor will be contacted to oversee the use of the facility.
- A small usage fee is charged to cover normal wear and tear to the building. A security deposit is charged to cover any possible damage, loss and general cleaning charges. This is refunded if the facility is left in good condition, cleaned according to guidelines, and the building is properly secured at the end of the rental.
- The rental fee includes use of any audio visual or technical equipment in the room, providing a person who has completed the council's audio/visual training will be present. For more information about the a/v equipment and training, contact the council service center.
- The warming kitchenette may only be used if it has been reserved. There is a possibility that smaller groups may be asked to share the kitchenette.
- All groups are asked to use only those facilities that have been reserved, confirmed, and paid for with the completion of this form. Should it be found that additional facilities were used by your group during the course of your rental, additional charges may be incurred.
- No reservation is considered confirmed until confirmed directly by the Scout Education and Program Center Customer Service Representative and a completed copy of this Facility Rental Permit has been returned to the renter.

GENERAL USAGE GUIDELINES:

- All groups will return the facility to the same or better state and condition as it was found. ***Procedures for cleaning and resetting the facilities are posted in each conference room.*** A copy of these procedures will be provided ahead of the rental upon request.
- Groups are responsible for the cleaning and condition of other areas of the facility used by their group members beyond what may have been reserved.
- Groups are responsible for any missing items or damage done to facilities or equipment. Any damage will be charged to the group at the cost of repair or replacement.
- The fireplace in Scout Hall may only be used at council events with council employees present. The fire ring in the amphitheater may only be used if the amphitheater has been reserved.
- Do not hang anything on the conference room walls. Use the provided tack strips and white boards for any displays.
- Smoking is not allowed in the Scout Education and Program Center or its grounds. A smoking area is located on the south side of the building outside the training wing door near the kitchenette.
- No alcohol or illegal drugs are allowed on any Scout property.
- No firearms, weapons or fireworks are allowed on any Scout property.
- Park all vehicles in the provided parking lots.
- Pets are prohibited in the Scout Education and Program Center and its grounds.

RENTERS PLEASE SIGN BELOW TO INDICATE - WE UNDERSTAND THAT:

- Reservations and a permit are required for any use of council properties. Please allow six (6) working days notice before you wish to use the facility. (PLEASE - no reservations will be accepted with less than six working days notice.)
- Day use of buildings is provided free of charge to all council/district sponsored meetings.
- Other facilities are rented on an "as requested" basis.

Rental fees are very nominal – (thanks to F.O.S. and United Way support) – but are important to the upkeep of the building, equipment, and grounds.

LASTLY

All activities in council facilities must be designed to be a positive contribution to the training and growth of every youth, using the proven purpose and methods of the Boy Scouts of America. We understand that the "Scout Oath and Scout Law" are the real traditions of our facilities and are the responsibility of every adult leader (volunteer or professional) to demonstrate by their own personal example. We are all responsible to "leave a council facility better than I found it" - please report any damage. We realize that it is our personal responsibility to replace or repair property or equipment damage that we incur.

ON MY HONOR, I WILL DO MY BEST! _____

Signature Date

Questions, thoughts on improvements, permits, use fees, non-Scout requests, special facility requests or concerns may be directed to the council service center or camping department.