



Horn Field Campus

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For more information, visit: www.wiu.edu/HFC

**Please make checks or money orders payable to: Horn Field Campus.
WIU funded accounts, please issue a DPA payable to WIU account #349500.**

**Please send payment to:
Horn Field Campus
Western Illinois University
Department of Recreation, Park and Tourism Administration
1 University Circle
Macomb, IL 61455**

- 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.
- 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 cleaning checklist (located in the lodge and in the cabins).
- A \$50 cleaning/damage deposit is required in advance in the form of a separate check or DPA. After the facilities are cleaned and you have checked out of Horn Field Campus, the check or DPA will be mailed to you.
- University classes and/or instructors will be assessed a \$4 per person facilities charge when using the courses without a scheduled Horn Field Campus facilitator. Usages requiring scheduled facilitators will be subjected to the general Horn Field Campus charges. Prior approval required by HFC staff for this assessed fee.

HFC On-Site Usage Policy

[http://www.wiu.edu/coehs/rpta/horn field campus/facilities/rental_policy.php](http://www.wiu.edu/coehs/rpta/horn_field_campus/facilities/rental_policy.php)

Policy on Use of 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](#)

Responsibility/Liability of Sponsoring Organizations

Organizations or individuals not associated with the 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.). Non-University groups should contact the Office of the Vice President for Administrative Services, Sherman Hall 200, or phone 309/298-1800, for cost estimate.

The Tenant Users Liability Insurance Program (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 for which the group or organization may be held responsible for property damage or bodily injury. 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.

If events require extra set-up, janitorial services, Office of Public Safety personnel, utilities, or other specialized services, the actual cost will be paid by the requesting organization. The sponsoring group is responsible for any damages or clean up to the facility in which the event is held.

Western Illinois University reserves the right to deny the use of its facilities and properties to any organization whose activities or intentions are not consistent with the University's mission, policies or procedures, or are in violation of state or federal law.





Horn Field Campus

9 8 5 China Road • Macomb, IL 61455 • 309.833.5798

Horn Field Campus Reservation Request/Contract
Recreation, Park and Tourism Administration
Phone 309/298-2026 Fax 309/298-2967
wiu.edu/hfc

Event Name _____ Arrival Date _____
 Sponsoring Organization _____ Departure Date _____
 Number Attending _____ Start/End Time _____ to _____
 Contact Person _____ Title _____
 Cell Phone _____ Home Phone _____ Work Phone _____
 Email _____
 Advisor's Name _____ Email _____ Phone _____
 Billing Address _____ City _____ State/Zip _____
I plan to pay using Check _____ Cash _____ WIU DPA _____

FACILITIES NEEDED (If you need an accommodation due to a disability, please check here _____):

_____ LODGE	\$30 per calendar day	(Deposit required)
_____ COMMONS AREA (Picnic Area/Camp Fire Circle)	\$15 per calendar day	(Deposit required)
_____ CABINS 12 beds _____ 8 beds _____ 8 beds _____	\$25 per cabin per night	(Deposit required)
_____ FIREWOOD	Included	
_____ CHALLENGE COURSE — All Day	\$25 per person	(Minimum of 10)
_____ TEAMS COURSE/LOW — 4 hours	\$12 per person	(Minimum of 10)
_____ TEAM BUILDING ACTIVITIES — 1 to 3 hours	\$10 per person	(Minimum of 10)
_____ HIGH ROPES COURSE — 4 hours	\$15 per person	(Minimum of 10)
_____ CLIMBING TOWER GROUPS — 4 hours	\$100	(Up to 25 people)
_____ SPECIAL PROGRAM	Prices vary	

Description of Event _____

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 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. (See Page 2.) Please keep a copy for your records.

Signed _____ Date _____

For on-site questions, contact the Horn Field Campus office at 309/833-5798.

For Office Use Only:

Date received ___/___/___ Reference Number _____ Customer Account Number _____
 Approved ___/___/___ Approved By _____ Confirmed date with customer ___/___/___
 Invoice sent ___/___/___ Waivers Sent ___/___/___ Payment Received/Ck # _____
 Deposit/Ck # _____ Non-WIU _____ VP/Insurance notified _____
 Copies to: Horn Field Campus _____

For Horn Field Campus Use Only:

Posted on Calendar _____ Group Profile _____ Staffing _____
 Reconfirm _____ Additional Notes: _____



WESTERN ILLINOIS UNIVERSITY