

## EYKAMP SCOUT CENTER FACILITIES USAGE REQUEST

**PLEASE PRINT CLEARLY**

Date of Usage \_\_\_\_\_ Event Begins \_\_\_\_\_ AM/PM Event Ends \_\_\_\_\_ AM/PM  
 Unit Type & Number or Group Name \_\_\_\_\_ Type of Event \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Email \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**NOTE: There is a \$25 service charge for all events.**

**Facilities Requested and Usage Fees:**

*\*Certificate of Liability Insurance of \$2,000,000 required.*

|   | <b>BSA<br/>Units</b> | <b>* Community<br/>Organizations</b> | <b>* Private<br/>Groups</b> |
|---|----------------------|--------------------------------------|-----------------------------|
| <b><u>Welborn Foundation Conference Center</u></b>  |                      |                                      |                             |
| <input type="checkbox"/> Room A, seats 62 theater style; 36 with tables   | FREE                 | \$25.00                              | \$ 50.00                    |
| <input type="checkbox"/> Room B, seats 62 theater style; 36 with tables   | FREE                 | \$25.00                              | \$ 50.00                    |
| <input type="checkbox"/> Room B, with A-V equipment   | \$25.00              | \$35.00                              | \$ 75.00                    |
| <input type="checkbox"/> Rooms A & B, seats 125 theater style; 72 with tables                                       | FREE                 | \$50.00                              | \$100.00                    |
| <input type="checkbox"/> Rooms A & B, with A-V equipment  | \$25.00              | \$60.00                              | \$125.00                    |
| <b><u>Heritage Room</u></b>   |                      |                                      |                             |
| <input type="checkbox"/> (seats 10 around a conference table)   | FREE                 | \$10.00                              | \$ 25.00                    |
| <b><u>Kitchen</u> (To facilitate clean up of rooms, the kitchen must be reserved if serving food and/or drinks)</b> |                      |                                      |                             |
| <input type="checkbox"/> Please supply dishes, utensils, disposable items & cookware)                               | \$10.00              | \$25.00                              | \$ 40.00                    |
| <b><u>Buehler Outdoor Program Center</u></b>  |                      |                                      |                             |
| <input type="checkbox"/> (shelter house with restrooms)   | FREE                 | \$20.00                              | \$ 50.00                    |
| <b><u>Williams Amphitheater</u></b>   |                      |                                      |                             |
| <input type="checkbox"/> (electricity & lights available)   | FREE                 | \$10.00                              | \$ 25.00                    |

**Mailing Address:**

Buffalo Trace Council  
 3501 E Lloyd Expressway  
 Evansville, IN 47715

Phone: 812.423.5246 or 800.264.5246  
 Fax: 812.423.4845

**NOTE:**

**Please see reverse side for additional information.**

**FOR OFFICE USE ONLY**

Date Approved \_\_\_\_\_ Approved By \_\_\_\_\_

|                       |   |                 |
|-----------------------|---|-----------------|
| <b>TOTAL FEES DUE</b> | Usage Fees ( <i>see specific facility</i> ) | \$ _____        |
|                       | Key Deposit (refundable)                    | \$ 100.00       |
|                       | Cleaning Deposit (refundable)               | \$ 50.00        |
|                       | Service Charge                              | \$ 25.00        |
|                       | Audio-Visual Equipment Fee \$25             | \$ _____        |
|                       | <b>Total Due</b>                            | <b>\$ _____</b> |

\* Certificate of Insurance Received  
 Check # \_\_\_\_\_  Cash  Credit Card  Unit Account (permission only)

Amount of deposit returned \$ \_\_\_\_\_ Date returned \_\_\_\_\_

# **EYKAMP SCOUT CENTER**

## **FEES & DEPOSITS**

The Eykamp Scout Center was built for the use of the Scouting community and the general public.

**USAGE FEE** We require a deposit to cover possible damage, loss, and cleaning charges that is refundable if the facility is left in good condition. Private groups or individuals that wish to use the Eykamp Scout Center are welcome to use any of the facilities by paying all usage and equipment fees along with their refundable deposits upfront. If serving any type of food/drink, the kitchen is to be included in your usage fees.

**KEY DEPOSIT** One key will be issued to your group prior to your use of the facilities. This “key” will only open the doors that are available for your use. A \$100 deposit will be used to replace the locks if the key is not returned.

**CLEANING DEPOSIT** A \$50 cleaning deposit is also required for use of the Eykamp Scout Center. This deposit will be returned if the areas used are properly cleaned and reset to standard use, and trash taken outside to the dumpster.

**AUDIO-VISUAL EQUIPMENT FEE (Welborn Room)** The equipment fee is \$25.

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## **INSIDE THE EYKAMP SCOUT CENTER**

The Eykamp Scout Center features impressive facilities inside and outside available for your Scout unit or community organization’s use.

**WELBORN CONFERENCE CENTER** This 125-seat conference room is made possible through the support of the Welborn Baptist Foundation. The conference center can be subdivided into two smaller rooms with Room B equipped with complete audio-visual capability.

**HERITAGE ROOM** The Heritage Room is near the entry lobby. On display are mementos of Scouting including the Kiondaga Lodge Chief’s Bonnet.

**EAGLE’S NEST** Above the Scout Center’s entryway, at the top of a spiral staircase, is the Eagle’s Nest that is dedicated to all who have earned the highest rank in Boy Scouting. A telescope is mounted on this observation deck for Scouts to enjoy the great view!

**KITCHEN** Our catering style kitchen is complete with two refrigerators, a stove and oven, and microwave oven. **The dishwasher, dishes, utensils and cookware are for council use only.**

**LOBBY & FIREPLACE** The lobby of the Eykamp Scout Center is a grand entrance connecting the interior facilities together. Highlights of the lobby include the 12 Points of the Scout Law pillars and the Order of the Arrow Fireplace.

## **ON THE GROUNDS OF THE EYKAMP SCOUT CENTER**

**BUEHLER OUTDOOR PROGRAM CENTER** Leave the Scout Center via the “back door” and follow the path to the Buehler Outdoor Program Center made possible by a gift from Buehler’s Buy-Low. This large multi-purpose shelter includes a stage and rest rooms and will support a wide variety of council and unit outdoor activities.

**WILLIAMS AMPHITHEATER** Also outside is the Williams Amphitheater that can accommodate over 300 event participants. The amphitheater includes a stage area with power for outdoor audio-visual presentations. This facility is a gift of Brian and Barbara Williams and their family.

**HITCH FLAG PLACE** The Flag Plaza is dedicated to the Bill Hitch family. Bill was an Eagle Scout, proud Eagle dad and granddad, former Council President, patriotic veteran, and business, education, community, and family leader. The four flags flying above the Plaza include the Flag of the United States, Flag of the State of Indiana, Flag of the State of Illinois, and Buffalo Trace Council flag.

**WRIGHT SCULPTURE** A bronze sculpture of three life size buffalo are located in front of the Scout Center. This buffalo family – bull, cow, and calf – was created by Ron Herron, one of America’s foremost wildlife sculptors, especially for Buffalo Trace Council. We are indebted to Robert Wright and Wright Motors for providing this striking work of art.

## **EYKAMP SCOUT CENTER USAGE AGREEMENT**

This program center was designed to serve the needs of the Scouts of Buffalo Trace Council and the community. The following rules were set to ensure that the Eykamp Scout Center will be utilized for decades to come.

- ◆ Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the room configuration as found on the back of this agreement.
- ◆ **No food tables are to be set up inside meeting rooms.** The lobby or kitchen may be used for that purpose.
- ◆ Equipment, supplies, or personal effects cannot be stored or left in the Eykamp Scout Center before or after use without special permission.
- ◆ Public entrances are to be used for entrance to and exit from the building. Please do not use fire exits unless it is an emergency.
- ◆ Attendance at meetings will be limited to the capacity of the individual meeting rooms as stated in the Eykamp Scout Center Usage Request.
- ◆ **Smoking is not permitted** on the grounds of the Eykamp Scout Center.
- ◆ All trash must be removed and placed in the dumpster found on the north side of the building.
- ◆ The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- ◆ Buffalo Trace Council assumes no liability for theft or damage to property brought onto the Eykamp Scout Center or for injuries that occur as a result of actions of organizations or participants in activities in meeting rooms.
- ◆ Nothing may be affixed or mounted in any way to the walls or ceiling.
- ◆ Two adults must supervise meetings of groups whose members are under eighteen (18) years old.
- ◆ **Alcohol and all controlled substances are strictly prohibited.** Anyone found to be using or in possession of such substances will be required to leave and may be subject to prosecution under law.
- ◆ No pets are allowed in the Eykamp Scout Center.
- ◆ No fireworks or firearms are permitted on the grounds of the Eykamp Scout Center.
- ◆ **Keys must be left in one of the drawers in the desk in the lobby.**
- ◆ Permission for future use of the Eykamp Scout Center may be withheld from groups failing to comply with this usage agreement and from groups that damage any Buffalo Trace Council properties or furnishings or cause a disturbance.

***Our hours of operation are: Monday-Friday, 8:30am to 5pm & Saturday, 9am-1pm. During these hours, please respect our effort to maintain a professional atmosphere while we service our customers.***

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Name of Unit / Individual / Organization

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Date of Usage

I hereby certify that I duly represent the above unit, individual(s), private group, club and/or organization and have read and understand the above statements and hereby concur with the statements and policies as outlined above and which are noted in the usage agreement.

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Buffalo Trace Council Representative

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Title

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Date Approved

*If requested, a copy of this agreement will be given to you.*

**BUFFALO TRACE COUNCIL  
BOY SCOUTS OF AMERICA  
3501 E Lloyd Expressway  
Evansville, IN 47715  
Phone: 812.423.5246 or 800.264.5246**

**NON-SCOUTING RELEASE AND INDEMNITY/HOLD-HARMLESS AGREEMENT**

I understand that use of facilities owned by Buffalo Trace Council, BSA, involves a certain degree of risk that could result in injury or death. In consideration of the benefits to be derived, after carefully considering the risk involved, and in view of the fact that the Boy Scouts of America is a not-for-profit organization:

**RELEASE AND INDEMNIFICATION**

I hereby release and waive any and all claims that I may have against Boy Scouts of America, Buffalo Trace Council, BSA and Scouting's chartered organization and any of their affiliates, agents, servants, employees, officers, directors and volunteers.

\_\_\_\_\_ shall indemnify, hold free and harmless, assume liability for, and defend the Boy Scouts of America, Buffalo Trace Council, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors from any and all costs and expenses, including but not limited to, attorneys' fees, reasonable investigative and discovery costs, court costs, and all other sums that the Boy Scouts of America, Buffalo Trace Council, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors incur as a result of any demand for claim or assertion of liability under any municipal, state or federal law or cause of action, including any action under the Americans with Disabilities Act, arising or alleged to have arisen out of any act or omission of, or any use of real or personal property belonging to, the Boy Scouts of America, Buffalo Trace Council, or Scouting's chartered organizations, and any of their affiliates, agents, servants, employees, officers, volunteers, and directors.

Property and period to be used: \_\_\_\_\_

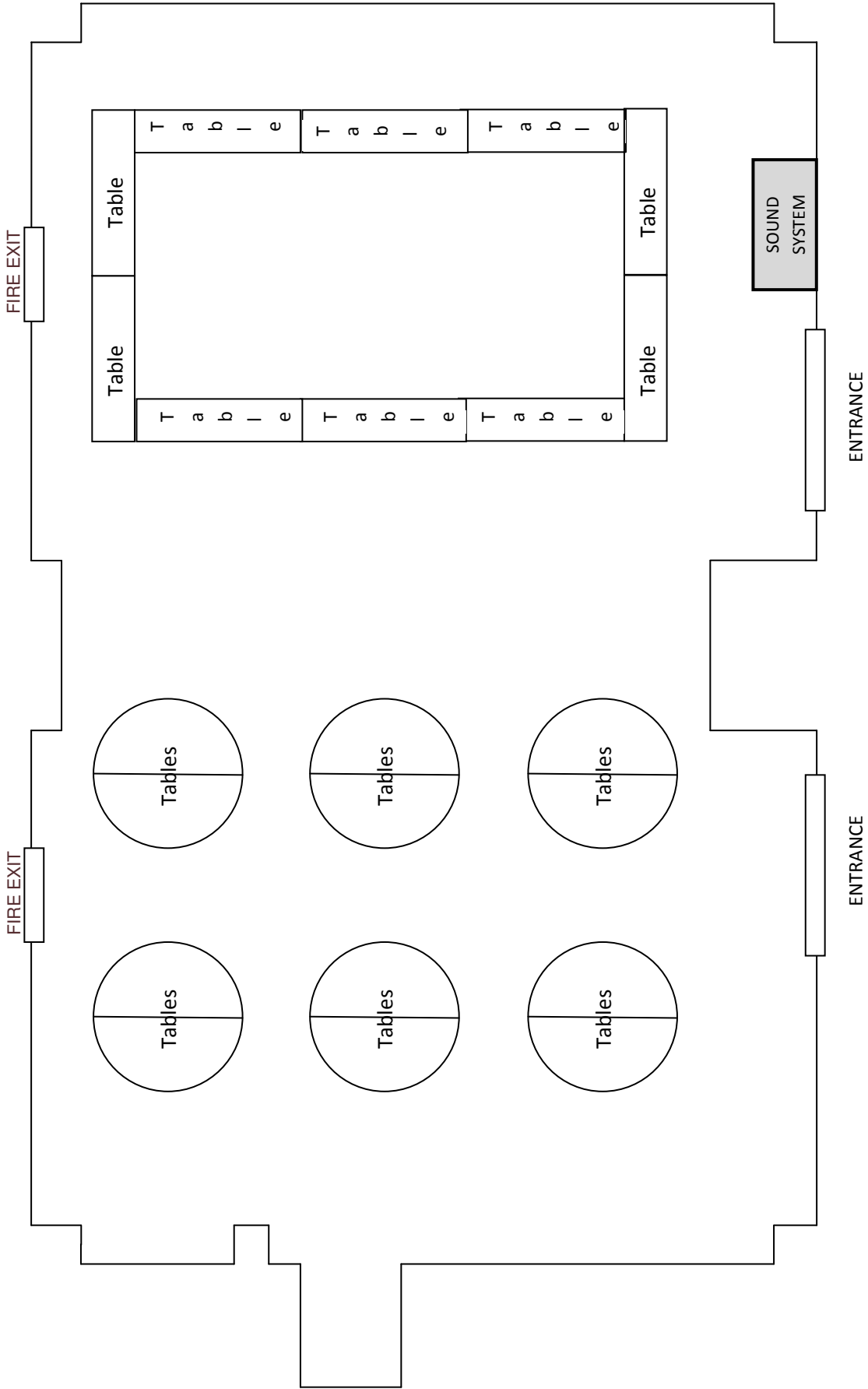
**Organization:** \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**If signatory is less than 18 years of age, this must also be signed by a parent or guardian.**

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# WELBORN CONFERENCE CENTER ROOM CONFIGURATION



PLEASE RESET TO THIS SET UP