



EYKAMP SCOUT CENTER FACILITIES USAGE REQUEST



PLEASE PRINT CLEARLY

Date of Usage _____ Arrival Time _____ AM/PM Departure Time _____ AM/PM
 Unit No / Group Name _____ Type of Event _____
 Contact Person _____ # of Attendees _____
 Address _____ City _____ State _____ Zip _____
 Preferred Phone # _____ Email _____
 Alternate Contact _____ Alternate Phone # _____

Facilities Requested and Usage Fees:

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

Fee Rates per Day Usage

| | BSA Units | *Community Organizations |
|--|-----------|--------------------------|
| ALL FACILITIES USAGE - Indoor & Outdoor Facilities | \$350.00 | \$750.00 |
| <u>Welborn Foundation Conference Center</u> | | |
| <ul style="list-style-type: none"> Seats up to 125 theater style; 72 with tables **Furniture must be picked up by 2 people at a time to prevent carpet damage **No tape on walls to prevent wall damage | \$60.00 | \$250.00 |
| Wi-Fi available in Welborn Room at no extra charge | | |
| <u>Heritage Room</u> | | |
| <ul style="list-style-type: none"> Seats 10 around a conference table | FREE | \$30.00 |
| <u>Kitchen & Lobby</u> | | |
| (The kitchen/lobby must be reserved if serving food and/or drinks). | | |
| <ul style="list-style-type: none"> Council dishes, utensils, cookware, coffee (condiments), and disposable items are not for public use. | \$25.00 | \$100.00 |
| <u>Outdoor Program Center</u> | | |
| <ul style="list-style-type: none"> Shelter house with restrooms Picnic tables are not to be moved Facilitates roughly 150 attendances Over 150 Attendees: Porta Potties must be arranged at Renter(s) Expense | \$60.00 | \$150.00 |

****Damages observed after your event is subject to DAMAGE FEE including loss of facility keys (see Usage Agreement Page for further details)****

FOR OFFICE USE ONLY

Date Approved _____ Approved By _____

TOTAL FEES DUE

Usage Fees (see specific facility) \$ _____
 Cleaning Fee (non-refundable) \$50.00
 Key Deposit (refundable) \$ 100.00

- Check # _____
- Cash
- Credit Card (3% processing fee)
- Unit Account (permission only)

Total Due \$ _____

Receipt # _____

Amount of deposit returned \$ _____ Date returned _____

Returned to: _____

Comments: _____

- Entered on Calendar
- Certificate of Liability Insurance Received

Mailing Address:

Buffalo Trace Council
 3501 E Lloyd Expressway
 Evansville, IN 47715
 Phone: 812-423-5246 or 800-264-5246
 Fax: 812-423-4845
 Email: administration@buffalotracecouncil.org

NOTE:

Reservations are only confirmed once payment and Certificate of Insurance has been received.

Please see reverse side for additional information.



EYKAMP SCOUT CENTER



FEES AND USAGE

The Eykamp Scout Center was built for the use of the Scouting community and our community organizations.

USEAGE FEE: We require a usage fee. Community organizations and Scout groups that wish to use the Eykamp Scout Center are welcome to use any of the facilities by paying all usage fees along with their refundable deposits upfront. If serving any type of food/drink, the kitchen/lobby are 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/loss.

CLEANING FEE: A \$50 cleaning fee is also required for use of the Eykamp Scout Center Facilities. This fee is charged to cover the cost of a professional to clean the area. This does not exclude the renter from cleaning after their event. Facility should be properly cleaned and reset to standard use, and trash taken outside to the dumpster (located in the towards the back of the facility).

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

INSIDE THE EYKAMP SCOUT CENTER

WELBORN CONFERENCE CENTER: This 125-seat conference room is made possible through the support of the Welborn Baptist Foundation.

HERITAGE ROOM: The Heritage Room is near the entry lobby. On display are mementos of Scouting including the salute to our Popcorn Sale.

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.

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: 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.

ON THE GROUNDS OF THE EYKAMP SCOUT CENTER

OUTDOOR PROGRAM CENTER: (SHELTERHOUSE) Leave the Scout Center via the “back door” and follow the path to the Outdoor Program Center. 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.
 - **DO NOT** drag furniture across the carpet to avoid carpet damage. (Includes table and chairs)
- Nothing may be affixed or mounted in any way to the walls (interior or exterior) or ceiling.
 - This includes the usage of scotch, masking, or painters tape on interior walls.
- **No food tables are to be set up inside meeting rooms.** The lobby and kitchen are to 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.
- Two adults must supervise meetings of groups whose members are under eighteen (18) years old.
- Attendance at meetings will be limited to the capacity of the individual meeting rooms as stated in the Eykamp Scout Center Usage Request.
- No pets are allowed in the Eykamp Scout Center.
- No vehicles on sidewalks, including periods of unloading/loading personal items.
- 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; this includes the outside doors in the Welborn room.
- **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 back side of the building.
 - In the event that the dumpster is full, the renter must take all remaining trash with them. It is not to be left outside of the dumpster.
- **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 fireworks or firearms are permitted on the grounds of the Eykamp Scout Center.

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 on property.

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.

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.

Hours of Operation: Monday-Friday, 8:30am to 5pm (CST)

During these hours, please respect our effort to maintain a professional atmosphere while we service our customers.

Name/Unit /Organization

Date of Usage

I hereby certify that I duly represent the above unit, 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.

Buffalo Trace Council Representative

Title

Date Approved



**BUFFALO TRACE COUNCIL,
SCOUTING AMERICA
3501 E Lloyd Expressway
Evansville, IN 47715
Phone: 812-423-5246**



NON-SCOUTING RELEASE AND INDEMNITY/HOLD-HARMLESS AGREEMENT

I understand that the use of facilities owned by Buffalo Trace Council, Scouting America, 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 Buffalo Trace Council, Scouting America is a not-for-profit organization:

RELEASE AND INDEMNIFICATION

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

| | | |
|---|---------------------|--------------------|
| Property to be Used: _____ | | |
| Date to be Used: _____ | | |
| Unit/ Group/ Organization: _____ | | |
| Signature: _____ | Phone: _____ | Date: _____ |