



Outdoor Center
INDIANA STATE UNIVERSITY

home of the



Group Leader Reservation Packet



Revised August 2023

Reservation Packet

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Welcome,

Thank you for your interest in the Indiana State University Sycamore Outdoor Center (SOC). The SOC is an outdoor learning and retreat center located in Brazil, IN on 75 scenic acres. The grounds includes eight lakes with the option to fish and canoe, a camping area with four cabins, two picnic shelters and campfire area, miles of nature trails and the Sycamore Lodge. The Lodge is a learning center, which includes a kitchen, restrooms and shower facilities. The SOC is also the home of the Keystone Adventure Center (KAP). The KAP currently includes a Team Initiatives Course. All KAP programs are led by trained facilitators with special attention given to your group's specific needs, goals and safety.

Please take time to look through the information packet. I hope that you find the answers to all your questions, if not don't hesitate to call or email for clarification.

Looking forward to meeting your group,

Matt Porter
SOC Resource Manager
(812) 237-4050
Matthew.Porter@indstate.edu

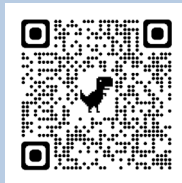
For Reservations, Questions and Information contact:

ISU Conference and Event Services, Annika Clawson

Annika.Clawson@indstate.edu

812-237-3374

Or scan the QR code to go directly to the reservation request form:



Group Leader Check-List

The following items must be completed prior to the Conference and Event Services (CES) guarantee of reservation date(s) for use of the Sycamore Outdoor Center. All required documents must be turned in to Conference and Event Services no later than two weeks prior to use of the facility.

BE CERTAIN TO REVIEW ALL INFORMATION IN THIS PACKET.

ALL ARRANGEMENTS MUST BE MADE AT LEAST TWO WEEKS PRIOR TO EVENT.

Reservation

- ☐ Complete the Reservation Request Form (https://indstate.qualtrics.com/jfe/form/SV_d4CVfWTlkYAALk0). You will then be contacted by Matt Porter, SOC Resource Manager to discuss your request and finalize details.
- ☐ Familiarize yourself and your group with the SOC Policies and Procedures
- ☐ Sign the Facilities Use Agreement. This will be sent to you by the CES office after the details have been finalized with Matt Porter.
- ☐ Notify participants of program requirements. This includes signed waivers for ALL participants in your group, “What to wear & Bring” for KAP Activities, and suggested supplies for day and overnight use. All information can be found on the Sycamore Outdoor Center website: www.sycamoreoutdoorcenter.com.
- ☐ Have all participants sign the digital waiver before arriving at the SOC. A link will be sent to the group leader no later than 1 week before your groups scheduled arrival.
- ☐ Submit a Certificate of Insurance to the CES office for all groups external to ISU. (See the attached example on page 10/11).

Please direct all reservation related questions to Annika Clawson (812-237-3374).

Insurance and Liability Policy Information

Non-university groups must furnish ISU with a **CERTIFICATE OF INSURANCE NAMING INDIANA STATE UNIVERSITY AND INDIANA STATE UNIVERSITY BOARD OF TRUSTEES AS ADDITIONALLY INSURED**. Please list ISU as certificate holder on the Certificate of Insurance. The minimum level of liability must be **\$1,000,000**. The Certificate of Insurance must be on file with the university at least **one week** before the group arrives at the Sycamore Outdoor Center. Failure to have this certificate on file will result in your group’s activities at the Sycamore Outdoor Center being cancelled. If your reservation will involve minors (under the age of 18) you will need additional Sexual Misconduct coverage. See an example of both Certificate of Insurances on page 10 and page 11.

ISU Sycamore Outdoor Center Fee Schedule

The Lodge

The Lodge at the Sycamore Outdoor Center is year-round indoor facility that is great for meetings and retreats. With a view of the lake and woods and surrounding open space, your group can plan a variety of indoor or outdoor activities. Inside The Lodge you will find a large open space where tables and chairs can be set-up for meetings/retreats, a full-service kitchen, and bathrooms. The space has secure wifi, AV equipment, and plenty of electrical outlets.

Rental Includes

- Kitchen: Refrigerator, Freezer, Stove w/oven, Microwave, Coffee Maker, Cooking Utensils, Cafeteria Trays, Cups and Silverware.
- Restrooms (2 inside and several around the back with showers)
- North Picnic Shelter (attached to the building out the north door) with picnic table seating
- North Fire Pit with bench seating
 - Firewood for an additional \$5.00/bundle
- 10 – 6ft folding tables and up to 40 chairs
- 55” TV on a stand with a DVD player
- Dry Erase board
- Projector screen (no projector)
- Permanent set lounge furniture including a couch, some arm chairs and a small conference table
- Secure Wireless Internet
- Access to hiking trails and fishing off of the docks
 - Canoes and lifejackets can be provided for an additional \$25.00 per day
 - Fishing equipment is not included

Monday through Friday from 8am-4pm: \$100.00 per day

Saturday/Sunday: \$150.00 per day

Cabin(s) – 4 available

The Cabins at the Sycamore Outdoor Center are a great option for an overnight adventure. The cabins are fully enclosed and include 5 bunk beds (10 beds) and heating and air conditioning. Take in the serene camp ground with a large firepit, a shelter with picnic tables, and view of the lakes and adventure courses. Rent just one or all four for a great night under the stars.

Rental Includes

- Rent between 1 and 4 cabins
 - Each cabin sleeps 10 people (5 bunk beds). Mattresses provided but bedding and sleeping bags are not provided
- South Shelter (located within the campground area) with picnic table seating
- South Fire Pit with bench seating
 - Firewood for an additional \$5.00/bundle
- Restrooms & Shower Facilities (located along the south side of The Lodge)
- Access to hiking trails and fishing off of the docks
 - Canoes and lifejackets can be provided for an additional \$25.00 per day
 - Fishing equipment is not included

Cabin Rentals (2:00pm to 12:00pm the next day): \$80.00 per cabin per day

Add The Lodge (and its amenities) to your cabin reservation for \$75.00 per day

Keystone Adventure Program and Fee Schedule

All programs are designed for either half (3 hrs.) or full (6hrs.) day experiences.

- **Cooperative Games & Field Initiatives:** Primarily for large groups, but can also be used with as few as 10. These open-field activities provide lots of movement, interaction, a little problem solving and strategy, and plenty of fun! (Can be done in combination with Adventure Recreation)

Cooperative Games/Field Initiatives			
Participants	Half Day	Full Day	
10 - 50	\$100	\$180	1 facilitator
51 - 100	\$200	\$360	2 facilitators
100+	\$300	\$540	3 facilitators

- **Adventure Recreation Teams Course:** These activities promote group development in the areas of cooperation, trust, problem solving, conflict resolution, communication, creativity, and more. The events are low to the ground and provide physical and cognitive challenges. We will work with you to understand what you hope to achieve and plan the experience accordingly.

Adventure Recreation Teams Course			
Participants	Half Day	Full Day	
1-14	\$100	\$180	1 facilitator
15-28	\$200	\$360	2 facilitators
29-42	\$300	\$540	3 facilitators

- **Group Work Experiences:** Group work provides a program that is designed to help a group achieve specific goals that will enhance their ability to function as a team or community. While still being fun and challenging, there will be an emphasis on learning and developing from the experience. These experiences will use a combination of field initiatives and the teams course. Participants ages 12 to 15 years old will be grouped by 10 with 50 participants max. Participants ages 16 and up will be grouped by 14 with 70 participants max.

Group Work Experiences: ages 12-15			
Participants	Half Day	Full Day	
1-10	\$100	\$180	1 facilitator
11-20	\$200	\$360	2 facilitators
21-30	\$300	\$540	3 facilitators
31-40	\$400	\$720	4 facilitators
41-50	\$500	\$900	5 facilitators

Group Work Experiences: ages 16 and up			
Participants	Half Day	Full Day	
1-14	\$100	\$180	1 facilitator
15-28	\$200	\$360	2 facilitators
29-42	\$300	\$540	3 facilitators
43-56	\$400	\$720	4 facilitators
57-70	\$500	\$900	5 facilitators



ISU Keystone Adventure Program Equipment & Clothing List

TO BRING

Depending on the season and immediate weather patterns, participants SHOULD bring and/or wear the following equipment and clothing:

REQUIRED

- ✓ Lightweight, closed-toe footwear such as tennis shoes or lightweight hiking boots.
- ✓ Comfortable long pants such as jeans, cotton sweats, etc.
- ✓ Necessary medications and, as needed, inhalers, Epi pens, sugar sources, etc.
- ✓ Weather appropriate clothing such as raincoats, jackets, gloves, beanies, wool socks, etc.

SUGGESTED

- ✓ Change of clothing to replace wet and/or dirty clothing as a result of program participation.
- ✓ Insect repellent and sunscreen
- ✓ Water bottles/canteens

PROHIBITED ITEMS

The following equipment and clothing should NOT be worn or brought.

- ✗ Knives of any type.
- ✗ Pens/pencils/keys or other sharp objects with the potential to injure.
- ✗ Exterior nylon garments. The slick surfaces of nylon create a safety hazard during spotting.
- ✗ Large belt buckles.
- ✗ Heavy or slick sole boots or shoes.
- ✗ Hooped earrings, bracelets, large rings, necklaces, watches, etc., or other types of jewelry that may pose a potential for injury.
- ✗ Extremely loose fitting clothing (no sagging pants).

OTHER CONSIDERATIONS

- Eyeglasses should be removed or securely fastened with a strap or other device.
- Long hair should be pulled back.
- There is potential for contact with noxious plants, such as poison ivy, and stinging insects.
- Helmets and manufactured harnesses will be provided while on the teams courses.

Note: Facilitators and/or the group leader are responsible for these and all other clothing and equipment safety concerns. We appreciate participant compliance with all safety guidelines/directions. Refusal to comply will result in non-participation.

Questions: Contact the ISU Sycamore Outdoor Center Resource Manager at (812) 237-4050.



Policies & Procedures

- No Swimming in the lakes.
- Must wear lifejackets when in canoes or boats. No littering. Trash cans are provided.
- Stay on marked trails. No wandering off trails or climbing trees.
- No picking or harvesting of any plants on SOC property.
- Do not bring firewood on the property or harvest it on your own while on the property. Collecting and using small amounts of tender to get a fire started is okay. Do not use fire accelerants, such as gasoline or kerosene. Charcoal starter fluid is okay when starting a charcoal cooking fire. We provide firewood for \$5.00 per bundle. Please arrange this in advance.
- The use of firearms of any kind is not permitted on the Sycamore Outdoor Center property. The SOC is an extension of the ISU campus and adheres to campus regulations regarding firearms. (Policy Number 725: Firearms and Other Dangerous Instruments)
- Hunting of any kind is **not** permitted on SOC property.
- The consumption, display, or sale of alcohol and/or illegal drugs on SOC property is prohibited.
- No persons other than those identified on the reservation form number count and who have a release form on file may enter the property. Additional people may be added prior to the program/event as long as a release is signed and submitted to the CES office or to the SOC Manager on site. After-hours visitors are not allowed on the property.
- Keep off all teams course, high course and climbing wall elements unless you are participating in a facilitated program under the direct supervision of an ISU facilitator.
- Large Special Events and Weddings can be discussed with the CES office on a case-by-case basis. Additional rental fees may apply.
- Pets are not allowed on SOC property unless it is a service animal per ISUs policies (<https://www.indstate.edu/services/student-success/cfss/student-support-services/service-animals>).
 - Service animals must be on a leash no longer than six feet.
 - Service animal waste must be properly disposed of by owner in a trash receptacle.
 - Owners will be held accountable for the conduct of their service animals.
- The use of electronic smoking devices, hookah, smoking, and tobacco products is prohibited on university-owned, operated, or leased property per ISU policies: (<https://www.indstate.edu/policy-library/campus-tobacco-policy>)

Cleaning Policy

The Indiana State University Sycamore Outdoor Center does not employ a full-time custodial staff. User groups benefit from this in terms of lower user fees. User groups are responsible for cleaning areas of the Sycamore Outdoor Center that they have used. This includes the Lodge, restrooms, shower house, kitchen, boathouse, fire pit and grounds. General cleaning supplies are provided. SOC personnel are available for clarification of the cleaning policy. User groups that fail to properly clean the SOC facilities will be charged a cleaning fee of \$50/hour. Minimum fee of \$50. Thank you for your cooperation and please, leave no trace.



Driving Directions

Via U.S. 40 (From Terre Haute)

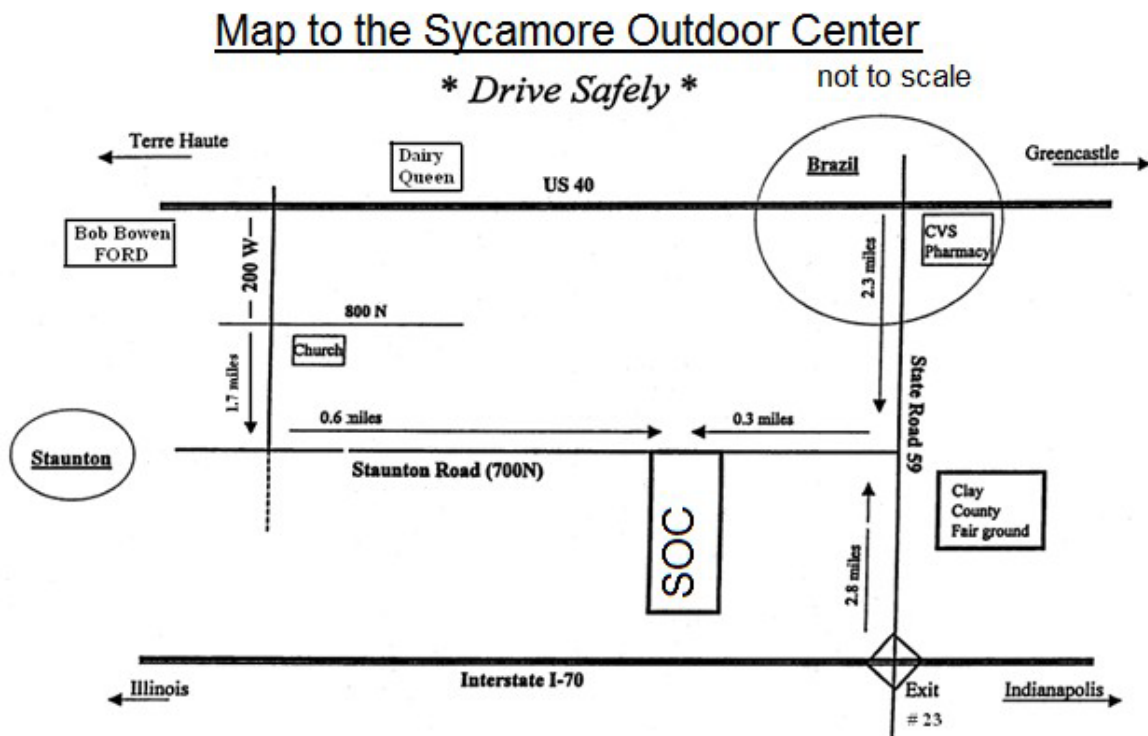
Before getting to Brazil, on your left, you will see the Brazilian Bowling Lanes and a Bob Bowen Ford Dealership. Slow down and after about a 1/2 mile, the highway will curve to the left. Just before the curve, you will see a stop sign and a green Indiana State Sycamore Outdoor Center sign indicating a right turn. Turn right/South on that road (County Road 200 W). Proceed South and go to the second 4-way stop. Turn left and about a 1/2 mile on your right will be the ISU SOC sign and entrance. Turn right onto the white rock road and proceed through the gate.

Via Interstate 70 (From Terre Haute)

Get off on the Brazil-Linton exit ramp (exit #23) on Highway 59. Turn left and proceed North toward Brazil approximately 2.8 miles. You will see a green Staunton Road sign pointing to the left and a sign for Pine Lakes subdivision. Turn left/West (onto 700 N) and after a 1/2 mile, you will see the ISU SOC sign. Turn left onto the white rock road and proceed through the gate.

Via Interstate 70 (From Indianapolis)

Get off on the Brazil-Linton exit ramp (exit #23) on Highway 59. Turn right and proceed North toward Brazil approximately 2.8 miles. You will see a green Staunton Road sign pointing to the left and a sign for Pine Lakes subdivision. Turn left/West (onto 700 N) and after a 1/2 mile, you will see the ISU SOC sign. Turn left onto the white rock road and proceed through the gate.



Standard COI



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/XXXX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agent Address City, State, Zip Code		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Policy Number	01/01/XXXX	01/01/XXXX	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Indiana State University and Indiana State University Board of Trustees each named as an Additional Insured and Certificate Holder.

CERTIFICATE HOLDER Indiana State University Indiana State University Board of Trustess 210 N 7th St Terre Haute IN 47809	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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COI with extra coverage with Minors Present



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01/01/XXXX

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<input type="checkbox"/>	Sexual Misconduct	Y		Policy Number	01/01/XXXX	01/01/XXXX	Occurrence 1,000,000 Aggregate 1,000,000								

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CERTIFICATE HOLDER

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