Peak Adventures wants to get your organization involved at the Challenge Center. The Challenge Center is a ropes course conveniently located on the campus of Sacramento State. This is a challenging outdoor personal development and team building activity which usually consists of low and high activities. Low activities take place on the ground or only a few feet above the ground. High elements are constructed using trees, utility poles and cables. Climbers are supported by a belay system including harnesses and ropes. Our programs are a great way to increase group unity, trust, and teamwork while having fun. This sheet gives you a step-by-step set of instructions about how to book a Challenge Center program with us.

1. VISIT THE TEAM DEVELOPMENT PAGE of our website to choose a program that works best for you. Think about what you want for your group, how many people you want to include and how much time you have. Feel free to call Peak Adventures at (916) 278-6321 for more information about the programs. The website is: www.peakadventures.org/team_development

2. CHOOSE A DATE. The best way to ensure a booking on the best date for your organization is to let us know as far ahead as possible. Please choose multiple dates in the event that your first choice is not available. A minimum of two weeks’ notice is required. All programs are subject to the availability of Peak Adventures staff.

3. ONCE A DATE IS SET, Peak Adventures will create a contract for the program. To do this, we need the following information:
   a. Name, phone number and email address of the person who is organizing the event
   b. Name, phone number and email address of the person approving payment for the event (if different from the organizer)
   c. Club/Organization Address
PEAK ADVENTURES WILL EMAIL THE FOLLOWING ITEMS
a. Contract
b. Goals and Expectations Sheet: Fill it out as completely as possible. This tells us about your group and your goals so that we can better plan the program to meet your needs.
c. Waiver: Distribute the waivers to all of the participants and observers of the program. Anyone under 18 must have the waiver signed by a parent or legal guardian. You will give them to our staff on the day of the program.
d. Checklist: Distribute the checklist to everyone attending the program. It tells you what to bring and how to dress.

RETURN THE SIGNED CONTRACT and either a 50% deposit or full payment to Peak Adventures as soon as possible. Proof of funding such as a DOC Funding Request or purchase order is also acceptable in place of the deposit. If providing the 50% deposit is a problem please let Peak Adventures know and we can work with your organization to accommodate your needs. Your program booking is not final until we receive the signed contract and deposit or proof of funding.

ALL CONTRACT DETAILS are final two weeks before the program date including your participant numbers.

a. If fewer participants show up, you are still required to pay for the contracted amount. We encourage you to estimate conservatively.
b. If more participants come to the event you must pay for them in addition to your contracted participants.
c. If you expect more than six additional participants, you need to notify us as soon as possible so that we can add more staff to the program. If you add people less than two weeks out, we cannot guarantee that we will have additional staff available.

FULL PAYMENT IS DUE one week before the program date. If you need an exception to this, please speak with us.

ON THE DAY OF THE PROGRAM
a. All participants should review the checklist before arriving in order to be fully prepared to participate.
b. All Challenge Center participants must bring a completed waiver and wear closed-toe shoes in order to participate in the program.

AFTER THE PROGRAM, if you brought more participants than originally contracted, Peak Adventures will adjust your contract to match your final count. You will need to pay any outstanding balances at this time.

Peak Adventures is committed to assisting your club reach its peak performance as a unified team. We can help in areas such as team development, unity, leadership development, change management, personal growth and conflict resolution. We look forward to serving your organization.