



# Venture Out

University of Missouri

2500 MU Student Center  
 Columbia, MO 65211  
 Office: 573-882-8585  
 Fax: 573-884-7335  
 ventureout.missouri.edu  
 ventureout@missouri.edu

## CREDIT CARD PAYMENT FORM

(If you're not paying by credit card, you don't need to fill out this form)

If you would like to pay by credit card for your Venture Out course, we accept Master Card or Visa. Please complete the following information then mail or email this form back to us.

**Return by mail:**

Venture Out  
 2500 MU Student Center  
 Columbia, MO 65211

**Return by email or fax:**

Email: ventureout@missouri.edu  
 Fax: 573-884-7335

**CONTACT INFORMATION (ONLY FILL OUT IF YOU WANT TO PAY BY CREDIT CARD)**

**Group:** \_\_\_\_\_ **Contract Number:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**DISCLAIMER**

All transactions will include an **ADDITIONAL 5% HANDLING FEE**. Credit Card information will be destroyed after charges are run. Someone will call you to get your credit card number. Do not send any credit card information to us by email at any time.

**AGREEMENT**

I agree to pay in full the payment owed to Venture Out indicated on the Venture Out contract.

**Name on Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY -  
 SOMEONE WILL CALL YOU TO CONFIRM CREDIT CARD INFORMATION  
 PLEASE DO NOT FILL OUT**

Credit Card Information

\_\_\_\_\_



# Venture Out

## University of Missouri

2500 MU Student Center  
Columbia, MO 65211  
Office: 573-882-8585  
Fax: 573-884-7335  
ventureout.missouri.edu  
ventureout@missouri.edu

### GROUP LEADER INFORMATION

Thank you for scheduling a course with Venture Out! We are looking forward to working with your group. Please carefully review your contract and the contents of this packet. Review our policies, distribute course waivers (located in the participant packet) to your participants, and complete and return your contract.

Here is some important information about your course:

**1. Contract:** Read over your contract to make sure the details are correct. The number of participants can be amended up to 3 calendar days prior to your course. Please confirm changes via email. Afterwards, no changes may be made to the contracted numbers. Please sign and return your contract as soon as possible. All reservations are tentative until we receive your signed contract.

**2. Payment:** Payment for your course can be made by cash, check, credit card or MoCode transfer. You will receive an invoice within a week of your course. Payments must be made up to 30 days after your course. You can bring a payment with you the day of your course, or mail payments in after your course. If you choose to pay by credit card, please fill out the Credit Card Payment form, and someone will call you for your credit card information after your course. Credit cards have a 5% transaction fee.

**3. Policies:** Read over the program policies. These outline our cancellation procedures and group expectations. Your signature on the contract reflects that you have read and agreed to these policies.

**4. Waivers:** All participants for all courses must complete an Acknowledgment of Risk and Release of Liability form and a Health Questionnaire. Completed forms should be collected by the group leader and brought on the day of the course. *Participants under 18 must have their forms signed by a parent or legal guardian.* Waivers are in the Participant Packet.

**5. Map and Participant Information Sheet:** The map and Participant Information Sheet are great resources for your participants. They're located in the Participant Packet. Make sure your participants are dressed appropriately (closed-toe shoes, loose/athletic clothes, hairstyles that can accommodate helmets for high ropes courses) and bring water bottles. We don't have a nearby water source.

**6. Parking:** We recommend carpooling whenever possible as parking at Epple Field is scarce. Parking in the marked spots (green curbs) in the Green Tennis Center's lot is not allowed. There are non-marked spaces which are open to anyone and are first come, first serve basis at the end of the parking lot. Please note that buses cannot turn around in the Green Tennis Center Parking Lot.

**7. Office Hours:** The Venture Out office is open Monday-Friday from 8am to 5pm (8am-4pm during the summer months). It's easiest to reach us via email.

Thank you for your interest in Venture Out. Please call or email if you have any questions.

#### Kelsey Kupferer

Coordinator, Venture Out

Office: 573-882-8585

After hours emergency line: 573-239-9575

ventureout@missouri.edu



# Venture Out

## University of Missouri

2500 MU Student Center  
Columbia, MO 65211  
Office: 573-882-8585  
Fax: 573-884-7335  
ventureout.missouri.edu  
ventureout@missouri.edu

### PROGRAM POLICIES

1. Venture Out reserves the right to cancel any course without refund if fewer than 8 participants show up at the course's designated start time unless previously arranged.
2. Participants wearing anything other than closed toed shoes may be asked to sit out of activities. Sandals and other non-closed toed shoes (including Chacos and other "athletic" sandals) are not permitted during a program at our facilities.
3. Venture Out reserves the right to deny access to participants who come to the program without the medical and risk waiver forms or who were not part of the original or amended number.
4. The participating group leader/designate is fully responsible for the management, supervision, and safety of the participants in the program during breaks and meal times. The participating group is responsible for providing any meals, snacks and drinks during the experience.
5. Participants will refrain from alcohol, tobacco, illegal drugs, and tobacco-related products for the duration of the program. Venture Out will exercise the right to terminate the program with no refund if participants are found to be under the influence of any substance that impairs judgment or compromises the safety of participant(s) and/or staff.
6. Cell phone use is not permitted during any part of the program.
7. Venture Out will call the participating group if they are more than 15 minutes late for the course. If arrangements are not made at this time for an amended start time and the group fails to arrive within 30 minutes of the original start time, Venture Out may choose to cancel the course.
8. Venture Out reserves the right to terminate any course should weather conditions become too hazardous to permit a safe program. In the event that a course is canceled due to weather, a pro-rated portion of the full payment will be refunded or the course will be rescheduled.
9. Participants are not allowed to park in the green painted parking spaces. Those are reserved for the Green Tennis Center patrons. Please let your participants know this as it may result in their vehicle being towed. Parking for Venture Out is at the end of the lot in the non-marked spaces.

**Thank you for your cooperation with our program policies. If you have any questions about our program policies, please contact Kelsey at [ventureout@missouri.edu](mailto:ventureout@missouri.edu) or 573-882-8585.**



# Venture Out

University of Missouri

2500 MU Student Center  
 Columbia, MO 65211  
 Office: 573-882-8585  
 Fax: 573-884-7335  
[ventureout.missouri.edu](http://ventureout.missouri.edu)  
[ventureout@missouri.edu](mailto:ventureout@missouri.edu)

## WEATHER AND CANCELLATION POLICIES

**WEATHER:** We are glad to work in the rain or in the snow! However, unsafe weather conditions (lightning, high winds and extreme temperatures) may cause Venture Out to terminate your course. We reserve the right to terminate any course (in advance or during a course) should weather conditions become too hazardous to permit a safe program. If your group chooses to cancel due to weather, you can reschedule at no additional cost. Please contact us by phone or email to discuss weather cancellations. If we do not confirm the cancellation with your before your course time, you will be charged a cancellation fee.

**BAD WEATHER SITE:** Depending on the availability of the rooms on campus and the size of your group, we can reserve a room on the University of Missouri campus and hold an indoor teambuilding course instead of an outdoor course in the event of bad weather. Indoor sites must be requested at least 48 hours in advance, and may increase the total cost of your course by \$20-\$150, depending on the size of the room needed. Call or email us to reserve an indoor site.

**CANCELLATION:** You may cancel your course with no charge up to 7 days before your course. After that point, there is a cancellation fee of 20% of your total course cost. If your group cancels within 24 hours of your course or does not show up for your course, then the cancellation fee is 70% of your total course cost.

**RESCHEDULING:** You are welcome to reschedule your course at any time for no cost. If you reschedule within 7 days of your original course, then later cancel your course, you will be charged a cancellation fee of 20%. If you reschedule within 24 hours of your original course, then later cancel your course, you will be charged a cancellation fee of 70%. You can reschedule as many times as it takes to find a day that works for your group.

**NOTE:** All cancellations and rescheduling requests must be made to [ventureout@missouri.edu](mailto:ventureout@missouri.edu) to assure we have a written record. Failure to do so may result in a cancellation fee.

Reason for Cancellation	Time of Cancellation	Fee
<b>Inclement weather (group chooses to cancel)</b>	7 days before Course	Reschedule: no fee Cancel: no fee
	Less than 7 days before course	Please call or email Venture Out to discuss your options. If we do not confirm the reschedule/cancellation with you before your course time, you will be charged a cancellation fee.
<b>Unsafe Weather (Venture Out cancels)</b>	Any time before course or during course	No fee. If course is terminated during the course, the group will be refunded a pro-rated portion of the full payment or the course will be rescheduled.
<b>Cancellation (not due to weather)</b>	7 days before Course	Reschedule: no fee Cancel: no fee
	Less than 7 days before course	Reschedule: no fee Cancel: 20% of total course cost
	Within 24 hours or no show	Reschedule: no fee Cancel: 70% of total course cost