



## 2024-2025 School Group Reservation Agreement

### Agreement for use of Central Wisconsin Environmental Station (CWES) facilities:

This agreement is between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Stevens Point, Central Wisconsin Environmental Station (CWES) (herein after referred to as 'UWSP' or 'UWSP CWES') and the **School Group**.

School Group: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Coordinating Teacher or Leader: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Group Representative Name (authorized signer): \_\_\_\_\_

Cell Number: \_\_\_\_\_ School Number: \_\_\_\_\_

Address of School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of years visiting UWSP CWES: \_\_\_\_\_

Please complete this form to reserve your program dates at the UWSP CWES. **Please return this form by May 10, 2024.**

**UWSP CWES Fees:** All programs include educational activities, use of general facilities, and programming equipment. For day programs, lunch is available for \$10.00/person. Adults do not pay for programming. Residential programs include full meal service and accommodation in dormitory or log cabins. Full meal service includes lunch on arrival day through lunch on departure day. Adults accompanying residential groups pay only for meals; the fees for programming and lodging are waived. The minimum number of students for residential programs is 15 students. See fees for specific programs in the table below.

Length of Stay	Cost Per Student	Cost Per Adult
One Day Program	\$10.00/\$20.00 with Lunch	\$0/\$10.00 with Lunch
Extended One Day Program	\$12.00/\$22.00 with Lunch	\$0/\$10.00 with Lunch
One-Plus-One Two Day Program	\$20.00/\$40.00 with Lunch	\$0/\$20.00 with Lunch
Extended One Day Plus Evening Program	\$38.00	\$23.00
Two Day Program	\$66.00	\$41.00
Three Day Program	\$112.00	\$72.00
Four Day Program	\$158.00	\$103.00
Five Day Program	\$204.00	\$134.00

Check the program length you are interested in. (Program fees are listed above.)

- 1 Day     
 2 Days, 1 Night     
 3 Days, 2 Nights     
 Other (Note Preference)

Special Notes: \_\_\_\_\_

Number of field trips requested: \_\_\_\_\_ (i.e. If you will be bringing 3 classes, each on a different day, you are requesting 3 field trips.)

Number of students per field trip: \_\_\_\_\_ (Minimum 15, Day trip maximum 70, Overnight trip maximum 62 including adults)

### Meal Options:

- 1 Day Programs:       We will bring a bag lunch
- We want UWSP CWES to prepare a hot lunch (\$10/person, including students and adults)
- 2 Day and/or more Programs:      UWSP CWES will prepare all meals, which is included in the school program rates

### Preference for program dates:

Please list 3 different choices for each trip you are requesting to CWES.

1<sup>st</sup> Choice Dates: \_\_\_\_\_

2<sup>nd</sup> Choice Dates: \_\_\_\_\_

3<sup>rd</sup> Choice Dates: \_\_\_\_\_

**2024-2025 UWSP CWES Date Availability:**  
*\*\*\*ALL Mondays: NOT Available\*\*\**  
**September 17 - December 13, 2024\*No Sessions Held November 27-29**  
**February 4 - May 9, 2025\*No Sessions held March 17-21**

**Hold Harmless and Indemnity Agreement (Informed Consent):**

The undersigned does hereby agree to hold harmless and indemnify the State of Wisconsin, the Board of Regents of the University of Wisconsin System, the University of Wisconsin Stevens Point and the Central Wisconsin Environmental Station, their officers, agents and employees from any and all liability, loss, damages, costs, or expenses which are sustained, incurred or required arising out of the actions of the undersigned in the course of the visit(s) or rental of the facilities at the Central Wisconsin Environmental Station.

**Facility Use Rules & Procedures for Visiting Groups:**

The UWSP CWES Facility Use Rules & Procedures for Visiting Groups document has been provided to me. By signing below, I acknowledge I have reviewed, and agree to abide by all UWSP CWES rules and procedures. I also agree to inform all my group members of the rules.

**Medical Information**

Teachers are responsible for the care and dispensing of student medications. A locked box and key will be provided to the designated teacher upon arrival for residential groups. Inhalers, bee sting medications, insulin syringes, and other medication used in the event of life-threatening situations must be carried by the student or the adult assigned to the student's group. Persons holding a current certificate for the completion of the American Red Cross Community first-aid and safety course or equivalent and a current certificate for the completion of a course for adult, child and infant cardiopulmonary resuscitation/AED must be on-site during the visit. Overnight groups must provide their own certified adult. This will be further addressed before your visit on your Program Planning Form.

**Photographic/Video Release**

I understand that the UWSP CWES may take photographs and/or videos of camp participants and activities. I agree that the UWSP shall be the owner and may use such photos and/or videos relating to the promotion of future camps and programs. I relinquish all rights that I may claim in relation to the use of said photographs and/or videos.

**CWES Facility Damage:**

All groups are held responsible for any damage done to our facilities. You will be charged the cost of materials, plus staff time, to repair the damage. If damage occurs, the cost will be deducted from your initial deposit. If the damage(s) exceeds your deposit, you will forfeit your deposit plus the additional cost will be added to your bill.

**Payment:**

I agree to the above stated estimated cost for my UWSP CWES group visit. I agree that if any changes are made, I will pay the correct, updated costs. UWSP CWES will invoice me/my group for the remainder of my bill after my visit. Any invoices not paid within 30 days are subject to a finance charge.

**Postponement/Cancellation:**

Cancellations and/or changes of dates may be made only upon mutual consent of the UWSP CWES Staff and the group leader.

**Force Majeure:**

Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, National or Inter-national Health Risks, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party. To the extent such a force majeure occurrence prevents the event that is the subject of this contract from being held as planned, both parties shall be relieved of their obligations under this contract. This agreement and all questions and disputes arising in connection herewith, shall be governed by the laws of the State of Wisconsin.

**The undersigned has the requisite authority to enter into this agreement.**

X \_\_\_\_\_  
Group Representative Date

X \_\_\_\_\_  
Tom Quinn: CWES Director Date

X \_\_\_\_\_  
Pratima Gandhi: Vice Chancellor for Business Affairs UWSP Date

**Please return form to:**

Christopher Refsguard, CWES Program Manager:  
[crefsgua@uwsp.edu](mailto:crefsgua@uwsp.edu) Office Phone: 715-346-2798 Fax: 715-346-2937

For Office Use Only:  
Date Reservation Form Received: \_\_\_\_\_  
Date Reservation Confirmed: \_\_\_\_\_