

# SU OUTDOOR EDUCATION:

## ADVENTURE TRIP GROUP RESERVATION REQUEST FORM

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Group Name: \_\_\_\_\_

Group Contact Person Name: \_\_\_\_\_

Group Contact Person Phone: \_\_\_\_\_

Group Contact Person E-Mail: \_\_\_\_\_

**What Trip and Date are you requesting? Please check only one trip per form;**

\_\_\_\_\_ Whitewater Rafting Date of Trip Request: \_\_\_\_\_

\_\_\_\_\_ Apple Picking Date of Trip Request: \_\_\_\_\_

\_\_\_\_\_ Horseback Riding Date of Trip Request: \_\_\_\_\_

\_\_\_\_\_ Cross Country Skiing Date of Trip Request: \_\_\_\_\_

\_\_\_\_\_ Lake Placid Daytrip Date of Trip Request: \_\_\_\_\_

\_\_\_\_\_ Other Trip: \_\_\_\_\_ Date of Trip Request: \_\_\_\_\_

**Number of SU / ESF Student Spots you would like to reserve:** \_\_\_\_\_

**Number of SU / ESF Faculty or Staff Spots you would like to reserve:** \_\_\_\_\_

**Please send this form by Campus Mail or scan and email (*preferred*) to:**

Scott Catucci

Department of Recreation Services

241 Archbold Gym

[sacatucc@syr.edu](mailto:sacatucc@syr.edu)

**Submitting this group reservation request form does not guarantee any spots or reservations for your group; it is simply a request for a reservation. Once this form is received, we will determine if we have availability for your group, and will notify you as soon as possible as to whether or not we can meet your request. If it is determined that we do have availability for your group, we will send you a group registration packet to complete and return, along with an ID for payment in full for the number of spots you are reserving.**

*If you or any of your group's participants believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), <http://disabilityservices.syr.edu>, located in Room 309 of 804 University Avenue, or call (315) 443-4498 or TDD: (315) 443-1371 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented Disabilities Accommodation Authorization Letters, as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.*