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| **Revision** | 7/20/20 |

## Overview

These privileges are intended for employee use only. Privileges are granted after 60 days from the first day of scheduled work for Peak Adventures. Exceptions may be made for basic work related items at a manager’s discretion. All pro deals are charged to a personal credit card of said employee. Do not contact any company regarding pro purchase! Direct all questions to the pro deal coordinators (Outdoor Adventures Manager and/or Bike Shop Manager)

Continued eligibility requires that the employee has worked within 60 days prior to use of privilege. This pertains to all areas of pro deals, discounts and staff privileges.

## DEFINITIONS

Pro Deal – The ability to purchase products at a deeply discounted rate from certain manufacturers because we are a professional outdoor guiding company.

Special Orders – The ability to order products from certain distributers at wholesale prices.

Shop Discount – The ability to buy inventoried products from the bike shop at a discounted rate.

## DISCRETION IS ESSENTIAL

It is crucial that you exist harmoniously with retailers and maintain a professional relationship with them. **Under no circumstances should you ever mention pro pricing or this program in front of customers**.

Each of you is responsible for ensuring the integrity of this program, and it is important that this be taken seriously. Talking openly about this program in a retail store or with your friends can be offensive and can potentially damage our positive working relationships. Purchasing items for friends, family members or resale is prohibited. Please follow these simple rules in order to maintain your Pro Purchase privileges.

## RETURNS

Please be very specific about sizing on your orders, as there are NO RETURNS – ALL SALES ARE FINAL. Do not use retailers as a means of exchanging or returning products; that is fraud.

# Pro Deals

## Participating Companies

For current company information and details on how to apply or order, please refer to the *Pro-deal Binder* located in the operations area in the office.

## Other Discount Opportunities – open to the general public

TheClymb.com - <http://www.theclymb.com/invite-from/mbudlong>

SteepandCheap.com

<http://www.rei.com/outlet>

<http://www.geartrade.com/> - used gear

<http://www.sierratradingpost.com/>

# <http://www.backcountry.com/>

# Special Orders

Orders are placed by Pro Deal Coordinators. Please DO NOT REMOVE CATALOGUES FROM THE SHOP under any circumstances. Any shipping charges are charged by the distributor and charged within the order. Exceptions may be made at the Pro Deal Coordinators’ discretion.

Any group orders placed by a manager will be subject to tax and at least 10% to cover shipping and staff time. Any oversized item (boats, SUPs, paddles, etc.) shipping cost will be passed directly to the employee.

# Employee Discount

Employees of Peak Adventures who are in good standing and have received a paycheck within 2 months can receive our standard employee discount of 20% off of retail pricing.

## Bike Shop Labor

Basic bicycle repair labor is complimentary. There are some exceptions depending upon the complexity of work at which labor will be discounted at 50% off of the student price. Pricing and timeframe of completion is left to the discretion of the on duty mechanic. General same day turnaround does not apply to employees, but the mechanics will do their best to meet the needs of our employees.

## Local Climbing Gyms

As a Peak Adventures employee you receive discounted climbing at local area climbing gyms. A paycheck stub and personal identification may be requested by the gym and is often regulated by location with a current Peak Adventures employee list. While the 60 day waiting period is not enforced by the climbing gyms, it is an expectation from Peak Adventures Management. **Abusing these privileges can lead to the gym revoking discounts for EVERYONE!**

[Rocknasium](http://www.rocknasium.com/) (Davis) Free entrance (with pay stub and photo ID)

[Pipeworks](http://www.touchstoneclimbing.com/pipeworks) (Sacramento) Membership $10 off membership per month

 ½ price initiation fee ($50)

Current pay stub at initial sign up and yearly to confirm employment

\*See website for current full price <https://touchstoneclimbing.com/pipeworks/>

## Ski and Snowboarding

As a Peak Adventures employee you receive discounted skiing and snowboarding at various locations in Northern Ca. You will need verification of employment (Pay Stub) and personal identification. This privilege is regulated by each location.

Locations and discounts vary – See *Ski Employee Deals* binder located at the operations area for specific details and regulations.

# Employee Privileges

## Space Available (Space A)

This is granted after your hiring orientation. As Peak Adventures staff we all have an innate sense of play and adventure. Experiencing a trip as Space A gives you the opportunity to gain valuable trip experience and outdoor leadership skills at a discounted rate.

About 3-7 days prior to a trip an email will be sent out to all current Peak Adventures staff noting how many spaces are still available for upcoming trip(s) at a discounted rate of 20% off of the student price. Staff must respond to the email in order to be considered for space as a participant at this rate. Staff are then expected to call or come by to register/pay within 24 hours.

Exception:

* Bike shop classes (all staff pay student rate to attend)

Staff may pay the student rate (with no discount) at any time if they would like to be registered for a trip in advance.

Staff may bring one friend or family member on a trip with them at the student rate no mater their affiliation. The staff may be a participant or scheduled to work for this offer to apply.

# Equipment Rental

As a Peak Adventures employee you have access to Peak Adventures’ gear at no charge with some limitations. Normal rental procedures do apply- a deposit is needed! These procedures do not apply while on a Peak Adventures trip or in conjunction with a Peak Adventures approved training. This privilege is extended to you, as an ASI Peak Adventures Employee, ONLY.

The rental is FREE if –

* If you wait till after 3p.m. on Friday afternoons. BUT the items you want may not be available.
* The rental is taking place midweek (MONDAY through THURSDAY). Equipment must be back on Thursday ready to be rented out to a weekend customer. BUT the items you want may not be available.

**Employees must not check out or approve their own equipment rental.**

Items that are not available to the general public may be rented to staff with approval from a member of management.

* Includes but is not limited to:
	+ Lanterns, stoves, steri-pens ($50 deposit)
	+ Camp kitchen supplies, coolers, roll up tables ($10-$50 deposit)
	+ Tarps, compasses, star charts, trowels, maps ($10-$25 deposit)
* Excludes all climbing safety equipment (i.e. harnesses, helmets, ropes, carabiners, belay devises, anchor building supplies), water filters, cameras, radios

## Guest Rental

If you would like to rent equipment for close friends or family, you are able to do this within certain parameters.

1. You will be charged half of the rental cost. You are allowed a maximum of one additional items beyond what you need personally at this rate.
2. Full deposit cost required.
3. It is expected that you will be accompanying your guests while they are using the rental gear at the discounted rate.

## \*Exception\* Rentals for Outdoor Trip Staff

Outdoor Trip Leaders and OTPA’s will rent gear directly from the Adventure Manager.

The following steps will be taken:

1. Ask and Inform the Adventure Manager about the length and dates of rental. The Adventure Manager will decide on the take out and return dates dependent on availability.
2. The Adventure Manager will take the equipment out of ParkPro for the designated period of time.
3. Outdoor Trip Staff will return equipment on or before the given date.
4. If equipment not returned by return date, then appropriate penalties and actions will be decided by the Adventure Manager.

## Rentals for Outdoor Trip or Scheduled Training

There will be NO CHARGE if you are on a Peak Adventures trip. The Trip Leader will mark all equipment used in the provided trip book.

The only exception to this is Mountain Bikes. There will be a $15 fee for a day trip and the reservation must be made in advance.

## Rafting Equipment Rental

Only applies to current Peak Adventures head raft guides. Refer to *Rafting Programs: Rules / Expectations* for costs and deposit amount. Approval from Adventure Manager or Director is mandatory prior to use.

## Challenge Center Props

Challenge Center props may be rented at the discretion of a member of management. If there is a program scheduled you will also need approval from the Team Lead. For multiple day rentals multiple Team Leads may need to be contacted. A deposit may apply for some props.

A list of all props rented will be posted on the whiteboard in the toy shed with the renters name and the date(s) of the rental. Items must be returned by the date posted.

* Items available include but are not limited to:
	+ Hula hoops, balls, cones, games/props
	+ Ground ropes (not to be used for weight bearing purposes)
* Excludes all climbing safety equipment (i.e. harnesses, helmets, ropes, carabiners, belay devises), maintenance supplies, tools.

# Staff Privilege – Challenge Center Bookings

This perk allows you to book the Challenge Center at a discounted rate for personal events. You may book the Challenge Center as either an open-climb event or as a standard facilitated program.

Personal events include things such as birthday parties, graduations, family gatherings and personal celebrations. If you belong to a club, organization or have another job and wish to bring them to the Challenge Center, you would fall under the standard pricing for that organization type and would follow the standard booking process. Check with the Challenge Center Manager or the Director if you have questions about what qualifies for discounted pricing.

## General Guidelines

* You may book one personal program per calendar year.
* Bookings are at the discretion of the Challenge Center Manager or Director. One of them must approve the booking.
* You may book programs for a maximum of 3 hours
* Off-season: Staff can book discounted programs during our less busy times. There are blackout periods throughout the year. Blackout periods include:
	+ Fall Semesters: September – Thanksgiving
	+ Spring Semesters: Saturdays & Sundays starting March through April
	+ Management may consider blackout days for a booking if logistically feasible and you are booking less than two weeks prior to the day.
* Staff programs will be staffed by the Challenge Center Manager based on our standard staffing ratios. All bookings are subject to staff availability. You may not work as the Team Lead or be paid staff for your own program. You are able to volunteer as additional help.
* The contract for the event booking will be created under your name.

## Pricing Guidelines

## Open-Climb Events

This event allows your guests the opportunity to climb on a number of our high elements. You may work with the Challenge Center Manager to determine how many and which elements you’d like available. Pricing is a flat fee based on the expected number of climbing participants. Additional people can attend to observe and visit during the event.

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| Up to 15 people | $250 |
| Up to 30 people | $475 |
| Up to 45 people | $675 |
| Up to 60 people | $900 |

## Standard Facilitated Program

This event allows your guests to experience a complete team-building experience with low and high facilitated activities for up to 30 people. The cost is the student half-day rate of $25.00 per person. While this may not feel like a discount for our staff members who are Sac State students, please remember that, due to the ASI subsidy, the student rate already reflects a 40% discount off of community pricing.

# AGREEMENT TO TERMS

I have read and agree to comply with the terms of this policy governing the use of the ASI Peak Adventures Staff Privileges, Pro Deals and Discounts. I understand that violation of this policy may result in disciplinary action, including possible termination.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_