

Recreational Sports Facility Request Form

Today's Date:

Facility Space Requested (Check all that apply)

SRC GYM*	SRC Meeting Room 203	SRC Table
Climbing Wall	SRC Meeting Room 205	PEB Racquetball Cts.*
SRC Leisure Pool	SRC Meeting Room 207	PEB Pool
SRC Lap Pool	SRC Kitchen	Rec Sports Complex*
Aerobics Room A	Bahnsen Gym	PEB Field
Aerobics Room B	Stovall Hall 175	IM Fields*
Outdoor Sand Volleyball	PEB Classroom #	Tradition's Fields
Outdoor Basketball	PEB Gym*	Waranch Tennis Center*

*= # of courts/fields

Date(s) of Event

Start Time (include setup)

End Time (include breakdown)

Group or Organization

If you are a registered Student Organization, you must submit a Campus Event Planner and Event Safety Planner with this form. Contact Student Organizations in the Union for appropriate paperwork

Contact Information:

Name

E-mail Address

Address

Fax #

Daytime Phone

Cell Phone

Purpose of Reservation Request:

Number of Participants Expected:

Number of Spectators Expected:

Equipment Needs:

Sports Equipment

Scoreboards/Flipboards

Officials Needed yes no **If yes, how many per game?**

Practice jerseys yes no **How many sets?**

Number of tables

Number of chairs

Briefly explain the set up for tables/chairs:

Will you be serving food? yes no **If yes, what will you be serving?**

of trash cans needed

Custodial needs

Will you be charging entry fees (for teams)? yes \$ No

Will you be charging admission fees (for spectators)? yes \$ No

Recreational Sports Facility Request Form (cont.)

(For office use only)

Request Approved

Request Denied

Staff Costs

Rental Costs

Other Costs

Total Cost

(to be paid to Recreational Sports)

Approved Dates:

Approved Times:

Approved Space:

Signature, Assistant Director for Operations

Signature, Sr. Associate Director, Facilities