

Recreational Sports Facility Request Form

The front of this form must be filled out and turned in, along with the UNT Event Application to the Rec Sports office 15 days prior to event date for consideration.

DATE _____

Facility/space requested (please check all that apply)

Rec Center Areas:	
_____ Gym - # of cts. _____	_____ Room 203
_____ Leisure Pool _____	_____ Room 205
_____ Lap Pool _____	_____ Room 207
_____ Climbing Wall _____	_____ Kitchen
_____ Aerobic Studio A _____	_____ Sand Volleyball
_____ Aerobic Studio B _____	_____ Outdoor Basketball

Fields:	
_____ Traditions - # of f _____	
_____ Rec Complex - # of _____	
_____ Intramural Fields - # of _____	
_____ Eagle Point - # of fi _____	

Other Areas:	
_____ Waranch Tennis - # of cts. _____	
_____ Bahnsen Gym - # of cts. _____	
_____ Other (please indicate) _____	
_____ Rec Center Lobby Table _____	

PEB Areas:	
_____ Gym - # of cts. _____	
_____ Pool _____	
_____ Racquetball - # of _____	
_____ Classroom _____	
_____ West Tennis Courts - # _____	

Contact Fax (if applicable) _____

University Account # (if applicable) _____

Payment Type (if not university account) _____ Check _____ Cash _____

Note: Credit card payments not accepted

Approximate # of Spectators _____

Specific Equipment/Set up Needs (i.e. tables, chairs, scoreboards, officials, etc. - please describe in detail)

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Request Approved	_____	Payment Type	_____	Check / Cash
Request Denied	_____		_____	IDO
Type of Organization	_____ Student	_____ Department	_____	Athletics
	_____ Sponsored	_____ Non-Campus		
Insurance Required	_____ Yes	_____ No		

Approved Date(s) _____

Approved Time _____

Approved Space(s) _____

Estimated Costs (The final costs will be provided after the event):

Staff _____

Rental _____

Utility _____

Custodial _____

Administrative _____

Other _____

Estimated Total _____

Deposit Amount _____

Deposit Due Date _____

Payment Received _____ Date

**A Rec Sports representative will contact the group for a final meeting to go over details and to receive the deposit (if applicable).
Finals costs will be provided to the group after the event. A final walk through after the event may be necessary and
will be scheduled by a Rec Sports representative.**

Signature, Rec Sports Representative

Signature, Director of Rec Sports

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