

Event Request

Sport Clubs are given special rental rate of \$30 an hour per court used (facility rates may vary) up to \$500. Additional charges may apply for operating outside of facility hours.

Form must be filled out and submitted at least one month prior to event. Space is not guaranteed and based on availability

| | | | |
|---|---|--|---|
| Name of Club: | | Today's Date: | |
| | Date(s) Please provide three date you prefer | Time(s) (AM/PM) If event is more than one day please provide exact times for all days requested | Location(s) (Specify facility and location/room) |
| Top choice | | | |
| Second Choice | | | |
| Third Choice | | | |
| For office use | | | |
| Event Details | | | |
| Club Contact for Event: | | | |
| Phone number: | | | |
| Email: | | | |
| Equipment Needed for practice (please put the number of each item you need): | | | |
| ____ Chairs needed | | | |
| ____ Tables needed | | | |
| ____ Scoreboards needed | | | |
| Other: _____ | | | |
| Event information: | | | |
| How many people do you estimate will attend _____ | | | |
| How many spectators do you estimate _____ | | | |
| How many teams/groups will you be attending _____ | | | |
| Will there be students from other universities attending Y/N | | | |
| How much will you charge for event _____ | | | |
| Please describe the purpose of event: | | | |
| | | | |

Season (check only one:

A non-member access list will need to be provided at least three days prior to event, otherwise people entering the building will be charged an entrance fee.