

## SPORT CLUB EVENT REQUEST

All requests must be submitted to Campus Recreation Sport Club office SEVEN (7) BUSINESS DAYS prior to Date of Event. Space will be allocated as available. Late request may not be accommodated.

Club \_\_\_\_\_ on-campus / off-campus      Submission Date \_\_\_\_\_

Date of Event \_\_\_\_\_ Set-up Time \_\_\_:\_\_\_ am/pm      End Time \_\_\_:\_\_\_ am/pm

Event Type: Competition / Clinic / Fundraiser / Workshop / Other \_\_\_\_\_

Event Location: \_\_\_\_\_      Approx. Spectators #: \_\_\_\_\_

Opponent Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

List Co-Sponsors and/or Corporate Partners: \_\_\_\_\_

### Facilities requested

Recreation Field (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_

Gazebo Multipurpose Field \_\_\_\_\_ Tennis Courts \_\_\_\_\_ Softball Field \_\_\_\_\_ Other \_\_\_\_\_

Student Rec Center Multipurpose Court (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ Training Room \_\_\_\_\_

### Equipment requested

#of Water Coolers \_\_\_\_\_ #of Chest Coolers \_\_\_\_\_ #of Tables \_\_\_\_\_ #of Chairs \_\_\_\_\_

### List of Club Contacts for this Event: (two persons minimum)

| Name | Phone Number | Email |
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### Comments

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**For information on reserving space in Hanover Gymnasium and Trask Coliseum contact Department of Athletics at 962-3235.**

**For information on reserving space in academic buildings and the Fisher Student Center contact the Reservations office at 962-7098.**

**Submit Merchandise Request, Payment Request and Vehicle Request as necessary.**

