



ATHLETICS GENERAL FACILITY REQUEST FORM

Name of Organization:

Contact Name:

Contact Phone:

Contact Email:

Please note, athletic facilities will be reserved on a first come, first served basis. Availability is dependent on previously scheduled events, athletic practices, and competitions.

Name of Event:

Facility Requested:

- Greer Field House
- Guyer Gymnasium
- Sherman Turf Complex
- Wolff-Zackin Natatorium

Date Facility is Requested:

Alternate Date Requested:

Date/Time Requested for Set-Up:

Date/Time Requested for

Breakdown: Start Time for Event:

Anticipated End Time of Event:

Type of Activity:

Description of Event:

Description of Field/Space Set-Up:

Estimated Attendance:

How will the event be advertised?

Will admission be charged?

Yes

No

Will tickets be required for entry?

Yes

No

Tables needed for the event:

Chairs needed for the event:

Clients will be responsible for securing any additional tables and chairs required for the event through a University approved vendor. This includes ordering, confirming a delivery time with athletics personnel, and ensuring that tables/chairs are picked up in a timely manner. A limited number of tables/chairs may be provided by athletics based on availability.

Are you having the event catered through University Catering or an Outside vendor?

Yes

No

What catering company will be used?

Any meeting/locker room space required?

Any additional items to note regarding your proposed event?