

APPLICATION FOR FACILITY USE
Recreation/Athletic Complex – University of Wisconsin-Stout

Organization/Contact Name: _____ Application Date: _____

Address: _____ Phone Number: _____

Social Security Number: _____ Birth Date: _____ Driver License Number: _____

Fed ID/Tax Exempt Number (must have for not-for-profit groups to receive discount): _____

Fax Number: _____ E-mail Address: _____

Type of Event/Event Name: _____

Month of Activity: _____ Date(s) of Activity: _____

1) Event Time: Begin _____ am/pm Event Time: End _____ am/pm

2) Event Setup Time: _____ am/pm Event Tear Down Time: _____ am/pm Number of People: _____

Indoor Area Requested:	Outdoor Area Requested:	Additional Requests:
<input type="checkbox"/> Johnson Fieldhouse (Specify) _____ <input type="checkbox"/> Multipurpose Room (Specify) _____ <input type="checkbox"/> West Gym <input type="checkbox"/> Wrestling Room 220 <input type="checkbox"/> Classroom 217A/ 217B/247A/247B <input type="checkbox"/> Hall of Champions <input type="checkbox"/> Swimming pool/# of participants _____ <input type="checkbox"/> # of Lifeguards: 1 per 15 or 2 per 30 <input type="checkbox"/> Other (Specify below): _____ _____	<input type="checkbox"/> Stadium <input type="checkbox"/> Stadium Other (Specify) _____ <input type="checkbox"/> Artificial Field <input type="checkbox"/> 400 Meter Track/Field <input type="checkbox"/> Track only <input type="checkbox"/> Track In-Field Only <input type="checkbox"/> Baseball Field <input type="checkbox"/> NCAA Softball Field <input type="checkbox"/> Multi-Purpose Field <input type="checkbox"/> Nelson Soccer Field <input type="checkbox"/> Tennis Courts (Specify) _____ <input type="checkbox"/> Archery Course	Concessions <input type="checkbox"/> yes <input type="checkbox"/> no Provided By: (Select One) <input type="checkbox"/> Dining Service <input type="checkbox"/> Engager Dining Service (Pepsi) 232-1178 Dining Service Plan: 232-2502/ 2380 <input type="checkbox"/> Parking Services- 232-1792 www.uwstout.edu/parking <input type="checkbox"/> University Police- 232-2222 www.uwstout.edu/police <input type="checkbox"/> Custodial Support <input type="checkbox"/> Grounds Support

Set up Requirements and Equipment:		
<input type="checkbox"/> Power <input type="checkbox"/> Audio/Sound <input type="checkbox"/> Tables for seating _____ people <input type="checkbox"/> Chairs for _____ people Other Equipment Needs: _____ _____ _____	<input type="checkbox"/> Podium <input type="checkbox"/> Microphone <input type="checkbox"/> Write-On/Wipe-Off Board <input type="checkbox"/> Portable Bleachers	Field Lights: <input type="checkbox"/> Stadium <input type="checkbox"/> Soccer <input type="checkbox"/> Softball <input type="checkbox"/> Multipurpose
Will you be charging any fees for admission or participation in this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Other Requests, Special Notations and/or Instructions: _____

REQUIRED SIGNATURE:

Engager: _____ Phone: _____ Date: _____

Please Note: REQUIRED: Facility user must carry a commercial general liability insurance policy with a minimum limit of \$2,000,000 per occurrence/ \$2,000,000 aggregate to cover the occurrence of property damage or bodily injury arising out of or during the use of the facility. This limit may vary depending on the possible hazards involved. Certificate of insurance must be provided before reservation of facilities is confirmed.

Please return the completed application to: University of Wisconsin-Stout, Rec/Athletic Complex, 106 Sports & Fitness Center, Menomonie, WI 54751. Phone: 715/232-4078 Fax: 715/232-4077 E-mail: Rec-athcomplex@uwstout.edu