

Internal Request



Today's Date _____

Recreation/Athletic Complex Reservation Form

NEW Reservation CHANGE in Reservation

Event Name: _____

Organization/Department: _____

Contact: _____ Phone: _____

Address: _____

Attendance #: _____ Concessions Yes No
Parking/Police Yes No
Custodial Service Yes No

Event Date: _____

Event Time: _____ am/pm to _____ am/pm

Event Setup Time: _____ am/pm Event Tear Down Time: _____ am/pm

Indoor Area Requested:

Outdoor Area Requested:

- JFH
- JFH Other _____
- MPR
- MPR Other _____
- West Gym
- Wrestling Room
- Classroom 217A, 217B, 247A, 247B
- Swimming Pool
- _____ # of lifeguards 1/15 or 2/30 people
- _____ Other

- Stadium (All)
- Stadium Alumni Room
- Stadium Other _____
- Artificial Field
- 400 Meter Track/Field
- Track Only
- Track In-field Only
- Baseball Diamond
- Softball Diamond
- Multipurpose Field
- Nelson Soccer Field
- Tennis Courts (specify) _____
- Archery Course
- Stadium (All)

Will you be charging admission or participation fees for this event?
 Yes No

Setup Instructions

Field Lights Needed

- Bleachers (specify) _____
- Audio/Sound
- Tables # _____
- Chairs # _____
- Podium: Table or Floor
- Table Mikes # _____
- Floor Mikes # _____
- Other Equipment (specify) _____
- _____
- Other Instructions _____
- _____

- Stadium
- Soccer
- Softball
- Multipurpose Field

Required Signatures: Engager: _____

Faculty Advisor/Dean/Athletic Director: _____ Date: _____

Approval: _____

Recreation/Athletic Complex Manager