

Car Wash

1. Contact Kevin Crowley – Field House manager – to check date and space availability of the Field House parking lot or circle drive and to be put on his calendar. 677-2634 or kcrowley@bradley.edu
2. Once the date has been secured with the Field House, fill out a Fundraiser Form in the Student Activities office (also available online at www.bradley.edu/sao). **The Student Org advisor must sign the Fundraiser form.** Bring completed form to SAO to be approved by Director.
3. Once the fundraiser is approved, a Campus Facility Request form must be completed and returned to the Conference Facilities/Parking office in the lower level of the Student Center to finalize the reservation. **Remember, your reservation is not complete until you receive confirmation from the Conference Facilities office. Reservations are confirmed electronically so make sure the student's email address is printed clearly on the request form.**
4. When approval is confirmed, the student will take a copy of the email from Conference Facilities to the cashier window in Swords and pay \$10 car wash fee (for water usage etc.) (Deposited to account 11-74 110-7438)
5. Student then goes to Work Control, located in Macmillan (across the street from U-Hall) with a copy of the email and the cashier receipt to reserve the hoses for that date.
6. **Day of event**, student goes to Work Control in Macmillan to pick up the hoses. (Take a copy of the paperwork with you along with your Student ID).
7. **Student must return the hoses to Macmillan after the event.**