Reservation Request

(Markin Center, Ren. Coliseum, Markin Tennis Courts & Meinen)
Requests should be submitted in writing at least 2 weeks in advance

Today’s Date: ________________
Organization/Dept.: __________________________________________________________
Event Contact Person: ____________________________ Phone: _______________________
E-mail address: ____________________________________________________________________
Event: __________________________________________________________________________
Day and Date of Event: _____________________________________________________________
Describe Event: ___________________________________________________________________
Room Set-up (i.e., chairs on outside room, # of tables for food, etc) (if need use back side of paper): ________________________________________________________________
If food, what time is Student Center Dining Services delivering? __________________________
Needs (Microphone, bleachers, # tables, # chairs, stereo, scoreboard etc): ________________
________________________________________________________________________________

Rooms requested: ________________________________________________________________
Event Date: ___________ Event Start Time: ___________ Event End Time: ___________
Set up time: ___________ Clean up time: ___________ Number of people expected: ______

Fundraising: Admission Charge ______ Percentage of money to be donated __________
Benefitting Organization(s) _________________________________________________________

Raffles are not permitted on campus!
If items are being sold (i.e. Apparel, cups, etc.), a design must be submitted to Student Activities for approval prior to production. Include name of the printing company on this document.

Event Cancellation Policy

If your event requires the scheduling of additional Campus Recreation staff members (building supervisors, lifeguards, climbing wall supervisors, etc.) you will be responsible for those hourly costs if we are not given notice of cancellation 5 days prior to the scheduled event date.

Regardless of whether additional staff is necessary for your event, we request notice of cancellation 2 days prior to the scheduled event date. Cancellations made after that deadline may impact space availability for future events.

Please see the Campus Recreation Office for questions or clarification of the costs or cancellation policy.

I have read and understand the event cancellation policy and that I am responsible for notifying Campus Recreation of any cancellations within the appropriate number of days listed above. If this is not done, I understand the group I represent will become financially responsible for any additional staffing costs and/or the ability to request space in the future may be impacted.

Signature: ___________________________ Date: ________________

Requested time is available: Initial_______ Date_______

Approved by: ____________ Confirmation sent: ________________