

CAMPUS RECREATION: Facilities Reservation Request Form

All requests must be completed and submitted NO LATER THAN 30 DAYS PRIOR TO THE EVENT. *IT IS SUGGESTED THAT REQUESTS BE SUBMITTED 60 DAYS IN ADVANCE.* Some events may require attendance at a Campus Special Events Committee Meeting for their approval of the event. The Special Events Committee meets every two weeks.

Please note that completion of this form does not guarantee approval. We reserve the right to cancel an event at anytime. PLEASE DO NOT ADVERTISE YOUR EVENT UNTIL YOU HAVE RECEIVED AN EMAIL CONFIRMATION.

Please Print Information

Today's Date: _____

Name (main contact): _____ Phone: _____

*Email: _____ *Main Form of Communication*

Organization/Department/Group Name: _____

*Type: Registered Student Organization Fraternity/Sorority ISU Department Community

Billing Address or ISU Account/Index: _____

Event Name: _____

Event Description: _____

Is this event for profit or philanthropic? Explain: _____

Open to the Public/Community: Yes No

Estimated Attendance: _____

CERTIFICATE OF INSURANCE REQUIREMENT (Non-ISU Sponsored Events) must:

- 1) Name "Indiana State University Board of Trustees" as additional insured for the entire period of reservation and
- 2) Include a minimum of 1 million dollars general liability/general aggregate coverage.

PAYMENT:

Your payment for rental/services is due 7 business days prior to your event. Payments are made at the SRC Membership Services Counter via check, cash, Visa/Mastercard

Event Date: _____ Event Start Time: _____ Event Set Up Time: _____	Event Alternate Date: _____ Event End Time: _____ Event Clean Up Done: _____	Comments: _____ _____
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Requested Location:

Wolf Field Kennedy Field Rec East Fields Rec East Track Simmons Building
 SRC Pool SRC mac SRC Gym (# courts)
 North Gym(# courts) Arena Pool Arena B93 Dance Room
(Arena/HHS/North Gym to be shutdown for construction in Dec. '17)

<p>Equipment/supplies: Please write the number per supplies that you are requesting!</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> 8' Tables (#)</td> <td><input type="checkbox"/> Kickball Set (\$10)</td> <td><input type="checkbox"/> Cornhole/Baggo Set (#)(\$10)</td> </tr> <tr> <td><input type="checkbox"/> Chairs (#)</td> <td><input type="checkbox"/> Dodgeballs (\$5)</td> <td><input type="checkbox"/> Tug O' War Rope (\$5)</td> </tr> <tr> <td><input type="checkbox"/> Trash Totes (#)</td> <td><input type="checkbox"/> Volleyball (#)</td> <td><input type="checkbox"/> Pool Obstacle Course (\$50)</td> </tr> <tr> <td><input type="checkbox"/> Stage Pieces 6'x8' (#)</td> <td><input type="checkbox"/> Basketball (#)</td> <td><input type="checkbox"/> Wii (\$25)</td> </tr> <tr> <td><input type="checkbox"/> Outdoor Charcoal Grill</td> <td><input type="checkbox"/> Soccer ball (#)</td> <td><input type="checkbox"/> Horseshoe Set (\$5)</td> </tr> <tr> <td><input type="checkbox"/> Tailgate Party Set (\$30)</td> <td><input type="checkbox"/> Football (#)</td> <td><input type="checkbox"/> Washers (\$5)</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Baseball Set (\$5)</td> <td><input type="checkbox"/> Pop-Up Tent (\$20)</td> </tr> </table> <p><small>*Payment can be made with cash, check, Visa/Mastercard at Membership Services or by a University Intramural Voucher*</small></p>	<input type="checkbox"/> 8' Tables (#)	<input type="checkbox"/> Kickball Set (\$10)	<input type="checkbox"/> Cornhole/Baggo Set (#)(\$10)	<input type="checkbox"/> Chairs (#)	<input type="checkbox"/> Dodgeballs (\$5)	<input type="checkbox"/> Tug O' War Rope (\$5)	<input type="checkbox"/> Trash Totes (#)	<input type="checkbox"/> Volleyball (#)	<input type="checkbox"/> Pool Obstacle Course (\$50)	<input type="checkbox"/> Stage Pieces 6'x8' (#)	<input type="checkbox"/> Basketball (#)	<input type="checkbox"/> Wii (\$25)	<input type="checkbox"/> Outdoor Charcoal Grill	<input type="checkbox"/> Soccer ball (#)	<input type="checkbox"/> Horseshoe Set (\$5)	<input type="checkbox"/> Tailgate Party Set (\$30)	<input type="checkbox"/> Football (#)	<input type="checkbox"/> Washers (\$5)		<input type="checkbox"/> Baseball Set (\$5)	<input type="checkbox"/> Pop-Up Tent (\$20)	<p>Office Use Only:</p> Ordered On: _____ Delivery Date: _____ Pick Up Date: _____
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Office Use Only:

<input type="checkbox"/> Email Confirmation on Event	<input type="checkbox"/> Wall Calendar	<input type="checkbox"/> Billed (IV/Invoice)	<input type="checkbox"/> EMS	<input type="checkbox"/> W2W
<input type="checkbox"/> COI	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Yolanda		