

Student Recreation Center Reservation Request Form

(PLEASE ALLOW UP TO THREE (3) BUSINESS DAYS FOR PROCESSING)

Requester must have attended Blueprints Workshop offered by University Conference Center. This form **MUST** be completed and approved by the Student Recreation Center **THREE BUSINESS DAYS** prior to events requiring standard room use and at least **FIFTEEN BUSINESS DAYS** prior to events requiring special equipment and services (e.g. special set-ups, extended hours, additional staffing)

Name of Organization / Dept. ASI Account

Name of Event

Date(s) of Event (please indicate the day of the week)

Room Access Time Event Start Time Event End Time

Room / Venue Requested

Name of Person Submitting Request/Contact Person:

Name Specific Title / Position in Organization

Phone Number (Just enter the digits ie. 7145555555) Email Address

Event Details

Estimated Attendance

Type of Event Meeting Speaker Reception Other

Type of Activity Martial Arts Sport Dance Other

Food Service

Will food be provided? OC Choice Other (Please specify)
 Self Catering (if eligible)

If yes, please specify food service provider

For self catering: What type of food will be provided?

Use of BBQ? *fees apply, see next page for BBQ requirements

Who will be attending the event? Club members Students Faculty/Staff Public

Groups are responsible for reviewing room assignments upon confirmation.

Reservation is not complete until requester has signed reservation and received written confirmation from the Student Recreation Center

OFFICE USE ONLY

Date Received Food Waiver Meeting Required Insurance Required Confirmation Sent

Equipment

(Please enter # of items needed)

Tables Chairs Stage Standing Podium Flip Chart Easel Tripod
 Microphone(s) Sound System TV / VCR LCD Projector
 Volleyball Badminton Basketball Other

Weekly Meeting Request Dates

Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
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Day of week for meetings:

Will the organization meet during: During semester break? Days SRC is scheduled to be closed?

Chair Preference

(Preference will be granted based on availability)

Available Rooms and Requirements

<u>Up to 2 hours/week</u>	<u>Up to 2 events/semester</u>
Harvey McKee	Gymnasium
Dance Studio	Pool
Martial Arts Studio	Pool Deck
Conference Room	

Barbecue Policy

Groups may request use of the SRC Barbecue provide they meet the following requirements:

- 1) Complete Food Safety Training Course offered by EHIS and provide certificate to Student Recreation Center
- 2) Group is responsible for basic cleaning of grill and utensils after the event
- 3) Group must be eligible for self-catering based on Student Recreation Center policies
- 4) The barbecue is not included in room rental charges and will incur an additional charge
- 5) Any problems with the barbecue must be reported to SRC staff immediately