

PAT MALLEY FITNESS & RECREATION CENTER and BELLOMY FIELD FACILITY REQUEST FORM

*All requests must be submitted 14 days prior to date requested.
Contact person will be notified within 14 days if event has been scheduled or denied.*

Facility Requested _____
Date(s) and Time(s) Requested _____ (Must be during regular operating hours including set-up, take-down, and clean-up)
Sponsoring Organization _____
Name of Contact Person _____
Phone _____ E-mail _____
Club Advisor _____

Event Name _____

Detailed Description of Event (if sports event, include copy of playing rules) _____

Number of Participants Expected _____ Number of Spectators Expected _____

Instructors Names (if applicable) _____

Describe Event Supervision Plan _____

List Equipment Needed (all equipment requests may not be fulfilled) _____

- | | | |
|---------------------------------------|------------------------------|-----------------------------|
| Is this a philanthropic event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the event advertised off-campus? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is event open to non-SCU individuals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are persons under age 18 expected? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will amplified sound be used? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I have read and understand the accompanying guidelines on the CampusRec website and agree to abide by them as well as ensure the compliance of all event participants and spectators. The completion and submission of this form does not guarantee assignment of a facility.

Signature of Organization Officer/Contact Person _____

Date _____

Failure to notify the Director of Recreation within 72 hours of event cancellation may result in denial of future requests and/or a \$25 fee.

Campus Recreation Use Only

Date Scheduled & Space _____ Denied _____

Notes: _____