

FACILITY REQUEST AND RESERVATION FORM

Office Use only:

Date Received:

You must complete this entire form and bring it to Room 140 of the Southwest Recreation Center. Emailed forms can not be accepted under any circumstances.

- Name of group/organization requesting facility: _____
- Name of the event for which facility is requested: _____
- Activities during event (*be specific*): _____

- Facility requested (*be specific*; e.g. Hume field or Hume basketball courts?): _____

- Date of the event: _____
- Time for which facility is requested (*including* set-up & clean-up): _____
- Approximate number of people involved: _____
- Will fees or donations be collected? (circle) NO YES \$ _____ per team/participants
- Will people unaffiliated with the University of Florida be participating? If yes, please explain their affiliation with your group. _____
- What equipment will be used at the facility? _____
- Are you requesting field lighting (a charge of \$70.00/hr will apply)? (circle) NO YES
- Do you intend to post banners/advertisements or sell food & drink items? (circle) NO YES
- Do you intend to put up a tent? (circle) NO YES
If yes, will it be held up by stakes?
NO YES Don't know (you will have to find out)

The following rules pertain to the use of the facility.

1. There will be NO ALCOHOL.
2. There will be NO GLASS CONTAINERS.
3. There will be NO HOLES DUG OR PERMANENT FIXTURES ADDED.
4. There will be NO BICYCLES in INDOOR FACILITIES or VEHICLES or PETS (with the exception of service related animals) on the FIELDS.
5. You must be out of the facility before the scheduled conclusion of your event, due to BACK-TO-BACK scheduling
6. If there is any damage to the facility and/or the facility is not cleaned properly, the cost of the repairs and/or clean-up will be charged to the responsible group
7. Requests for field lining (charge) or lighting (charge), intentions to post banners/advertisements, intentions to sell food/drink, or intentions to put up tents MUST be noted on this form.
8. An INSURANCE POLICY may be required. PAYMENT is non-refundable.
9. Failure to follow these rules may result in the group forfeiting its privilege to reserve facilities in the future.
10. YOU MUST CONDUCT A THOROUGH INSPECTION OF THE FACILITY AT LEAST EIGHT HOURS PRIOR TO THE EVENT. IF ANY SAFETY HAZARDS ARE PRESENT, RECREATIONAL SPORTS MUST BE NOTIFIED AND THE PROBLEM CORRECTED OR THE SCHEDULE EVENT MUST BE CANCELLED.
11. The Department of Recreational Sports and the Division of Student Affairs are NOT LIABLE for any charges incurred by the group reserving the facility, or injury to participants or any one hired for the event by the group reserving the facility.

I HAVE READ THE ABOVE RULES AND ACCEPT RESPONSIBILITY FOR ALL THE PARTICIPANTS AND SPECTATORS OF THIS EVENT ABIDING BY THEM.

Signature _____ Telephone Number _____

Individual in charge of the event:

Name (print): _____

UF ID: _____

Local Address: _____

Local phone number: _____

Email Address: _____