

# Facility Request Form

To request the use of Recreation Services Facilities, you must:

- 1) Complete this form and submit to RC 109 at the Recreation Center before the appropriate deadline as stated in the Recreation Services Facility Requests Policies and Procedures.
- 2) Once the event has been approved you will be contacted through email with confirmation of event, including a Letter of Agreement, Invoice and Environmental Health and Safety Event Loss Control Planning Checklist (If needed).

**Today's Date:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

**Organization/Department:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Status of Contact:** Student \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Community \_\_\_\_\_ Other \_\_\_\_\_

**Location(s) of Event:** Panther Hall Pool \_\_\_\_\_ Recreation Field \_\_\_\_\_ Tennis Center \_\_\_\_\_ Outdoor Basketball Courts \_\_\_\_\_

Rec Center Basketball Courts \_\_\_\_\_ Rec Center Group Fitness Room \_\_\_\_\_ Rec Center Conference Room \_\_\_\_\_ Rec Center Lobby \_\_\_\_\_

**Time of Event:** Setup \_\_\_\_\_ am/pm Cleanup \_\_\_\_\_ am/pm

**Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_

**Number of attendees expected:** \_\_\_\_\_ **Is the event open to persons outside the university?** \_\_\_\_\_

**Will money be collected at event?** \_\_\_\_\_ **Is this a fundraising event?** \_\_\_\_\_

**If so, for what organization?** \_\_\_\_\_

**Will food be served at event?** \_\_\_\_\_ **If yes, who will be providing the food?** \_\_\_\_\_

*\*\*Note that grilling is not permitted at any Recreation Services facility\*\**

**Will tables be needed (Inside events only)?** \_\_\_\_\_ **If yes, how many?** \_\_\_\_\_

**Will chairs be needed (Inside events only)?** \_\_\_\_\_ **If yes, how many?** \_\_\_\_\_

**Will there be sound?** \_\_\_\_\_ **If yes, what type?** \_\_\_\_\_

*\*\*Note: Recreation Services does not have a sound system\*\**

**Additional Event Details:**

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**Please read the following regarding Recreation Services Facility Rental Policies:**

- 1) Filling out this form does not guarantee the use of the requested space. Recreation Services events and activities are giving priority for area usage.
- 2) Recreation Services reserves the right to not approve requests or cancel a scheduled event.
- 3) This form must be submitted a minimum of two weeks in advance of your event.
- 4) Smoking and the consumption of alcohol is prohibited in all facility areas.
- 5) Food and beverages are limited to certain areas of each facility.
- 6) The organization is responsible for cleaning and disposing of all trash collected during the event.
- 7) The organization will be held financially responsible for any damages and/or cleaning incurred as a result of the event.
- 8) The event will begin and end promptly with all guests exiting by the approved time.
- 9) Requests for additional tables, chairs and other equipment not available through Recreation Services can be made through Campus Services (305) 348-4600
- 10) Minimum \$50 deposit (cash or check) must be received by Recreation Services at least one week prior to event.
- 11) Failure to comply by these policies and procedures may result in charges assessed to you or your organization and/or denial of future requests for space usage.

I, (print name) \_\_\_\_\_, will assure that my organization; \_\_\_\_\_ will comply with the rules set by Florida International University and Recreation Services regarding the use of this space. I acknowledge that inappropriate use of the space may result in a financial penalty and the denial of future requests for space reservations by me and/or the group I represent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Official Use Only

Added to Calendar	___	EHS Approved	___	Recreation Services Approved	___
Deposit Paid	___	Invoice Paid	___	Letter of Agreement Signed	___
NOTES:					
_____					
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