

# Facility Request Form

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

\*For this form to be processed, it must be filled out *completely*\*

- Today's date: \_\_\_\_\_
- 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 so, 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 need to find out)

## General Rules (please also read the Facility Reservation Policies)

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 on 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. The Division of Recreational Sports and the College of Health & Human Performance are NOT LIABLE for any charges incurred by the group reserving the facility, or injury to a participants or anyone hired for the event by the group reserving the facility.

## Individual in charge of the event:

Name (print): \_\_\_\_\_

UF ID: \_\_\_\_\_

Local address: \_\_\_\_\_

Local phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

My signature on this form indicates that I have read the **Facility Reservation Policy** and agree to abide by it.

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