

PLEASE PRINT

Date Submitted \_\_\_\_\_

EVENT # \_\_\_\_\_

(Filled in by Recreation)

**APPLICATION FOR USE OF RECREATIONAL FACILITIES**

***This completed form must be returned to Staci Truitt, 110 CSB at least 10 business days in advance of event date.***

- Policies:
1. Only registered University of Delaware groups may reserve facilities.
  2. Form must be completely filled out with appropriate signature (Student Activities Office, Greek Affairs Office, Club Sports Office) or it will be returned.
  3. FACILITIES ARE NOT RESERVED UNTIL THE FORM HAS THE APPROPRIATE SIGNATURES AND A COPY OF THE FORM IS RETURNED TO THE REQUESTER.

**EVENT INFORMATION**

Date(s) of Event: \_\_\_\_\_  
 Day(s) of Week: \_\_\_\_\_  
 Title of Event: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_

**ORGANIZATION INFORMATION**

Organization \_\_\_\_\_  
 making request: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone # \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Campus Residence \_\_\_\_\_  
 (Street, City, State, Zip)

Requested Areas (Circle all that apply):

- |                           |                           |                                  |  |
|---------------------------|---------------------------|----------------------------------|--|
| Gym 1                     | Diving Well               | Park Place Field                 | Harrington Volleyball Sand Courts (2)            |
| Gym 2                     | Indoor Pool & Diving Well | Racquetball Courts /Squash Court | Laird Volleyball Sand Courts (2)                 |
| Gym 3                     | Pool Classroom            | Hockey Rink (Academy)            | Rodney Volleyball Sand Courts (2)                |
| Pearson Hall Gym          | Frazer Field 1            | Hockey Rink (Trabant)            | Trabant Volleyball Sand Court (1)                |
| Activity Room 259         | Frazer Field 2            | CSB Tennis Courts (8)            | Laird Basketball Court (1)                       |
| Activity Room 260         | Frazer Field 3            | Academy Tennis Courts (3)        | Perkins Basketball Courts                        |
| Indoor Rock Climbing Wall | Frazer Field 4            | Perkins Tennis Courts (3)        | Ray Street Basketball Court (1)                  |
| Student Lounge            | All Frazer Fields (1-4)   | Laird Tennis Courts (2)          | Rodney Street Basketball Courts (1 full, 4 mini) |
| Indoor Pool               | Academy Field             | Rodney Tennis Courts (2)         | Trabant Basketball Court (1)                     |
|                           |                           |                                  | Entire Building                                  |

Time of Event: Setup Time \_\_\_\_\_  
 Event Start Time \_\_\_\_\_  
 Event End Time \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_  
 (both spectators and participants)

Participants & Spectators (Circle one):

UD Students/Staff Only      UD and non UD

Is this a fund raiser?      Yes      No      If yes, for what organization? \_\_\_\_\_

Is an entry fee being charged:      Yes      No      If yes, amount \_\_\_\_\_

**IMPORTANT - READ CAREFULLY**

1. Parking in fire lanes, reserved spaces, handicapped spaces or fields is prohibited
2. Eating or drinking is prohibited in all activity areas.
3. Smoking is prohibited in CSB and Pearson Hall Gym.
4. Alcoholic beverages are prohibited in all recreational facilities.
5. Equipment and/or furniture may not be moved from any area.
6. Posting of materials is prohibited on doors, windows or walls of CSB and Pearson.
7. Only approved plastic floor tape is permitted on any wood floors.
8. Your group is responsible for returning the space to its original condition before the group leaves the facility.
9. Damage to the facility or any equipment will be charged back to the group.
10. The reserving group is responsible for all reimbursable charges and any facility charges based on established fee structure.
11. Activity participants MAY NOT wear hard soled shoes without prior approval from Associate Director.

I certify that I am an authorized representative of the sponsoring organization and have familiarized myself with the University policies regarding the scheduled program. My organization will adhere to these policies and will be accountable for any damage to the facility or equipment.

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

(Lightning Addendum) (Must be completed for all outdoor use)

\*I have reviewed the University's Lightning Safety Policy and \_\_\_\_\_ is designated to make the decision to disband activity if lightning is detected in the area per guidelines listed in the University's Lightning Safety Policy.  
(Name)

***PLEASE READ SECOND PAGE OF THIS FORM FOR FURTHER INSTRUCTIONS.***

OFFICE USE ONLY

/ / *Building Supervisor* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Facility Monitor* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Front Desk Staff* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Custodial Services* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Public Safety* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Movers* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Grounds* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Other* \_\_\_\_\_  
\_\_\_\_\_  
/ / *Facility Rental Fee* \_\_\_\_\_  
\_\_\_\_\_

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OFFICE NOTES

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

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APPROVALS:

Student Activities / Greek Affairs / Club Sports                      Title                      Date

\*PURPOSE CODE: \_\_\_\_\_

\_\_\_\_\_  
Associate Director of DIARS                      Date

\_\_\_\_\_  
Events Scheduler                      Date

**YOUR RESERVATION IS NOT APPROVED UNTIL YOU RECEIVE A SIGNED COPY OF THIS FORM.**