

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

ORGANIZATION INFORMATION

Date(s) of Event: _____

Organization

Day(s) of Week: _____

making request:

Title of Event: _____

Contact person: _____ Title:

Type of Event: _____

Phone # _____ E-mail address:

Campus Residence

(Street, City, State, Zip)

Requested Areas (Circle all that apply):

(01 - 04)	Gym 1	CSB Tennis Courts	All Frazer Fields
	Gym 2	Indoor Pool	Academy Field
	Gym 3	Diving Well	Park Place Field
Climbing Wall	Pearson Hall Gym 1	Indoor Pool & Diving Well	Indoor Rock
Perkins	Pearson Hall Gym 2	Frazer Field 1	Hockey Rink at
Courts	Pearson Hall Gym 1 & 2	Frazer Field 2	Perkins Basketball
	Activity Room 259	Frazer Field 3	Student Lounge
	Activity Room 260	Frazer Field 4	CSB – Entire

Building

Time of Event: Setup Time _____
Event Start Time _____

Estimated Attendance:
(both spectators and participants)

Event End Time _____

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

(Name)

disband activity if lightning is detected in the area per guidelines listed in the University's Lightning Safety Policy.

Please read second page of this form for further instructions.

Signature _____ Date _____

OFFICE USE ONLY

/ / Building Supervisor

/ / Front Desk Staff

/ / Custodial Services

/ / Public Safety

/ / Grounds

/ / Lifeguards

/ / Other _____

/ / Facility Rental Fee: _____

