

SPORTS FACILITY USE QUESTIONNAIRE

All student organizations applying to reserve a sports facility must first meet with an advisor in the Student Activities Office to review their event. After approval from the SAO adviser, this form, along with the Facility Reservations Application, must be submitted to the facility at the time the reservation is requested.

STUDENT ORGANIZATION _____
STUDENT REPRESENTATIVE _____
ADDRESS _____ PHONE _____
EVENT TITLE _____ LOCATION _____
EVENT DATE(S) _____ TIME(S) _____
EVENT DESCRIPTION _____

OF PEOPLE EXPECTED TO ATTEND: _____

BENEFIT TO STUDENTS _____

- * Where will the event be advertised? On-Campus Off-Campus
- * Open to: Students Staff and Faculty Alumni General Public
- * Admission/Dues: Yes No Price(s) _____
- * Food or beverages being served? Yes No
- * Alcohol being served? Yes No
- * Any sales or fundraising at the event? Yes No
- * If outside, will music be played? Yes No Not Applicable

I verify that the above is a complete and accurate description of our event.

Student Organization Representative's signature *Date*

SAO Adviser's signature *SAO Adviser (Please print name)* *Date*

SAO Use only

- *Insurance Re required? Yes No *Security required? Yes No
- *FR Permit? Yes No
- *Use of University Facilities Committee approval required? Yes No

Comments _____

6/00

Distribution: SAO - Original
 Student Representative - copy
 Sports Facility Reservations Office - copy

