

**The University of Arizona<sup>a</sup>  
 Department of Campus Recreation  
 Facility Reservation Request Form**

**Today's Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**University Affiliation:** \_\_\_\_\_  
Student Club, Student Organization, University Department, Non-University Group

**Name of Event:** \_\_\_\_\_

	<b>Facility</b>		<b>Day</b>		<b>Date</b>		<b>Times</b>
	1. _____		_____		_____		_____
& OR	2. _____		_____		_____		_____
& OR	3. _____		_____		_____		_____

**Starting Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

**Expected number of participants/spectators/attendees:** \_\_\_\_\_

**\*\*Requested Equipment: Place the number on each line.**

**Tables:** \_\_\_\_\_ **Chairs:** \_\_\_\_\_ **Nets (Volleyball/Badminton):** \_\_\_\_\_

**Flip Scores:** \_\_\_\_\_ **Balls (Basketballs, Volleyballs, Football, or other):** \_\_\_\_\_

**Additional Requests:** \_\_\_\_\_

**\*\*Depending on the type of equipment and set-up requirements, an additional fee may be charged.\*\***

**Return to: Mike Honeycutt, Student Recreation Center, RM. 220 or Fax 520-621-9973**

The completion and submission of this form does not guarantee assignment of a facility.

<b>CAMPUS RECREATION USE ONLY</b>		
Monitor Fee _____	Rental Fee _____	Clean-up Fee _____
Date Scheduled _____	Denied _____	Date Contacted _____

Approved: \_\_\_\_\_  
 Mike Honeycutt, Assistant Director for Facilities