



The University of Arizona
 Department of Campus Recreation
 Sport Clubs Program
 Facility Reservation Form for Events

Official Club Name:		
Requested by:	Phone:	e-mail:
Today's Date:		

- When requesting facilities for events please be very specific in your needs.
- Please include exact start and end times.
- Which facilities are needed and how much of the facility. For example, 2 courts, 1 field etc.
- Fill out a separate form for every event. Fill out this form in its entirety. Incomplete forms will not be processed.

	Facility	Day(s):	Date(s):	Time(s):
1 st Choice				
2 nd Choice				
3 rd Choice				

If this event requires a monitor to open up the facilities what time would you like the monitor to be there: _____

- Total number of courts/fields needed for this event: _____
- If this event is scheduled out at the Rincon Vista facilities are you requesting use of the Ramada also? YES NO

For what purpose? _____

Note: The restrooms will automatically be unlocked when groups are utilizing the fields.

Name and/or description of event: _____

Please list opponent(s) if applicable: _____

Please list any equipment needs and requested facility set-ups for this event. Be sure to include the number of items needed.

Equipment	# needed	Facility Set-up Request:
Tables		
Chairs		
Cones		
Flip Scores		
Bleachers		
Other		Explain:

Please consult Department of Campus Recreation Sport Clubs Handbook for equipment check-out policy and procedures.

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

FOR OFFICE USE ONLY	Requesting the following: _____
Date Received _____	Date Scheduled _____
Approved _____ Assistant Director-Facilities Acknowledged _____ Mary O'Mahoney, Assistant Director- Sport Clubs	