



The University of Arizona
Department of Campus Recreation
Practice Facility Request Form

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

Please be very specific when requesting facilities. For example, indicate if you need one or two courts, fields, etc. **INCOMPLETE FORMS WILL NOT BE PROCESSED.**

- Sport Clubs are allocated up to six hours of facility practice time per week.
- All reservations will end one day prior to the last day of classes unless otherwise indicated.
- Clubs will be charged a \$15.00 "no show" fee if they fail to notify Sport Club staff of canceled practice.
- This reservation does not include holidays that the university is closed.
- Clubs do NOT need to submit a new reservation form if they plan on keeping the same schedule for the spring semester. Clubs must notify staff when practice will be beginning in the spring.

Facility Requested	Day(s):	Time(s):
1 st choice		
2 nd choice		
3 rd choice		

Start Date:	End Date:
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For Office Use Only	Date Received:	Date Scheduled:
Officially Requesting the following :		
Facility:	Day(s)	Time(s):
Actual Schedule:		
Days not scheduled:		

Assistant Director-Facilities

8.24.04

Mary O'Mahoney, Assistant Director-Sport Clubs