



**FACILITY REQUEST – ILLINOIS STATE UNIVERSITY
CAMPUS RECREATION FACILITIES ONLY**

OFFICE USE ONLY:

Reservation # _____

To ensure consideration, please complete and return with the event publicity materials to the Campus Recreation Coordinator of Events and Outreach for approval at least **TEN (10) WORKING DAYS** prior to event. Requests received less than ten (10) working days prior to event will not be considered. To ensure readability, **TYPE** and **FULLY** complete **both sides of this form**. The Facility Request is confirmed once this document and a Facility Use Agreement are signed by the Executive Director. In signing this request, the applicant acknowledges understanding of and responsibility for abiding by the General Revenue Facilities Usage Guidelines. To avoid a cancellation fee, please notify the Coordinator of Events and Outreach of any **CANCELLATION** at least five (5) working days in advance of event.

1. **Name of event:** _____

2. **Describe the event activity:** _____

3. **Type of Event:** On-campus group Off-campus group

4. **Estimated attendance:** _____ **Estimated # under age 18:** _____ **Estimated # over age 18:** _____

5. **Sponsored by:** University Department Registered Student Organization Other _____
Non-Profit Organization (please list your IL Tax Exempt #) _____

6. **Name of sponsoring organization/department:** _____

If University dept. or Registered Student Organization, give University account # (for revenue generated from event, if applicable): _____

7. **What is the entry fee, admission fee, registration charge, voluntary donation for admission, or any other type of income taken at event or in advance? \$** _____

8. **Will merchandise or services be sold, promoted, or offered from an outside/external source? Yes** **No**

9. **Will food or beverage be served? Yes** **No** **Special needs:** _____

**Food/Drinks are not allowed in SFCM, unless approval has been given in advance.*

10. **Date/time requested: (date) (date of week) (time) (AM/PM) (time) (AM/PM) (time) (AM/PM) (time) (AM/PM)**

Time needed for preparation cleanup, etc.	1. _____ to _____	Actual time of program	_____ to _____
	2. _____ to _____		_____ to _____
	3. _____ to _____		_____ to _____
	4. _____ to _____		_____ to _____

Additional Dates: _____

11. **Contact person in attendance at event:** _____

Phone #: _____

12. **Facility requested:** _____

Classroom(s): _____

Pool: _____ Gymnasium: _____

Lobby: _____ Field: _____

Exterior Green Space: _____ RAC Meeting Room: _____

Climbing Wall: _____ Other: _____

Will there be audio amplification at these sites? Yes **No**

13. **Change request: Replaces previous scheduling for:** _____

(name, location, time)

Additional services: (*charge for use/set-up/labor)

FACILITIES MANAGEMENT

Table(s) - # needed _____ Chair(s) - # needed _____

Recycling container(s) - # needed _____ Trash container(s) - # needed _____ Electrical needs Water needs

Portable toilets Other – Contact Facilities Management (438-2036)

A/V-TECHNOLOGY - Arrangements for a/v-technology equipment must be made with Classroom Support (438-7412)

PARKING - Arrangements for parking must be made with Parking Services (438-8391)

POLICE COVERAGE - Arrangements for police coverage must be made with the University Police (438-8631)

SPECIAL NEEDS FOR THE DISABLED – Contact the Coordinator of Events and Outreach (438-3700)

14. **Applicant:** _____ **Email:** _____
Mailing address: _____ **City:** _____ **State:** _____ **ZIP:** _____
Daytime phone #: _____ **Evening phone #:** _____

I, as the authorized agent of the above sponsor, have read and agree to abide by the General Revenue Facilities User Guidelines. I also agree to hold harmless the Board of Trustees, Illinois State University, its officers, employees, attorneys, agents and representatives from any and all claims, causes of action, damages or judgments, whether in contract or in tort, for any injuries or damage including personal that may be in any way connected to this event. I also agree to reimburse the University for any and all damage that may occur.

Authorized Signature: _____ **Date:** _____
(YOU MUST PRINT OFF FORM AND SIGN – DO NOT USE ELECTRONIC SIGNATURE) (Requests submitted without signature will be denied.)

15. **Does this event include direct contact with minors (under 18)?** Yes No

- Examples of events involving direct contact with minors are available at ehs.illinoisstate.edu/minors/outside-groups.
- If you are unsure whether you should answer YES, please contact Environmental Health & Safety at protectionofminors@ilstu.edu or 309-438-8325.
- If **YES**, then:
Internal University Users (Faculty, Dept., and Sponsored RSO's) must complete the online internal Registration from found at ehs.illinoisstate.edu/minors/registration.
Outside Groups (Public, 3rd Parties, and Independent RSO's) must complete the Outside Group Space Reservation from found at ehs.illinoisstate.edu/minors/outside-groups and submit with the facility request.
- If **NO**, please sign below.
STATEMENT: I agree that my Event does not involve minors and I am no subject to the University Protection of Minors Policy.
Authorized Signature: _____ **Date:** _____

16. **Faculty Advisor/Fiscal Agent:** _____ **Signature:** _____
Campus Address: _____ **Daytime phone #:** _____ **Evening phone #:** _____

17. **Bill expenses to:** _____ **University account #:** _____
(name and address, if different from #17) (required if any services in #14 are needed)
If Certificate of Insurance or deposit is required, applicant will be notified by the Coordinator of Events and Outreach.

ESTIMATED TOTAL CHARGES: *\$ _____

*Additional charges may be incurred if a/v-technology equipment, technical personnel, supervisory personnel, extra set-up, extra clean-up, etc. is required. Additional charges will be billed to the group following the event date.

OFFICE RESPONSE ONLY:

INSURANCE REQUIRED? Yes No **Certificate of Insurance on file?** Yes No

DEPOSIT REQUIRED? Yes No **Amount of deposit required: \$** _____

BROCHURE, REGISTRATION FORM, AND/OR OTHER ADVERTISING USED TO PROMOTE EVENT RECEIVED? Yes No

Approved: **Denied:** **Approved with restrictions:** _____

Facility Coordinator: _____ **Date:** _____

Coordinator of Events and Outreach: _____ **Date:** _____

Coordinator of Events and Outreach, Campus Recreation
Campus Box 2781 (347 S. University St.)
Normal, IL 61790-2781
Phone: 309/438-3700