

REQUEST FOR USE OF FACILITIES – ETSU CAMPUS RECREATION – BASLER CENTER FOR PHYSICAL ACTIVITY

ETSU Campus Recreation | Box 70585 | Johnson City, TN 37614-1708 | (423)439-7980 | (423)439-7970 Fax

*** Request for Facilities form must be turned in at least 2 weeks (14 days) prior to event. ***

*** Form must be completely filled out with all sections answered or request will not be processed. ***

Sponsoring Group: _____ Event Date: _____ Event Day Of Week: _____

Program Activity Title: _____ Number Attending: _____

ETSU Affiliation: Registered Student Organization* _____ Faculty/Staff _____ Department _____ Today's date: _____
 *Student Groups must be registered w/ SORC

Reservation Beginning Time (include set-up): _____ am or pm Reservation Ending Time (include clean up): _____ am or pm

Event Start time: _____ am or pm Event End Time: _____ am or pm

Detailed description of Event: (attach additional sheet as needed): _____

Event Sponsor* (individual to be present & responsible, must be a current ETSU student or employee): _____

E-mail: _____ E#: _____ Phone: _____

Pool/Lifeguard/Staff Rate: \$10/hour per staff needed
 Campus Recreation reserves the right to determine the number of staffing needed for an event.

Area Requested (check all that apply):

For reservation form & information for the Basler Team Challenge & Aerial Adventure Course, please visit: www.etsu.edu/challenge

INDOOR FACILITIES: RESERVATION GO THROUGH JONATHAN SASSER (sasser@etsu.edu)

- Court 1 Court 2 Court 3 Court 4 (Ct. 4 is an enclosed space) (2 courts is the max. a group can reserve)
- Aerobics Studio Cycle Studio Yoga Studio Martial Arts Studio Racquetball Court
- Pool (can only be reserved when pool is not open for lap/open swim)
- Indoor Climbing Wall (Minimum age is 12, equipment & staff permitting)
- BCPA Courtyard (Rain date _____ & Location _____)
- Lobby Overhang Front of Building (Rain date _____ & Location _____)
- Conference Room (holds up to 20 people)
- Locker Rooms
- Multipurpose Room (MPR) - check one: Full Room A half (with kitchenette)
 - Maximum number of attendees for sit down events for ½ MPR = 90
 - Maximum number of attendees for classroom type events for ½ MPR = 120

NOTE: CAMPUS RECREATION CAN PROVIDE UP TO 20 TABLES AND 120 CHAIRS, IF AVAILABLE.

OUTDOOR FACILITIES: RESERVATION GO THROUGH ADAM KNOBLOCH (knobloca@etsu.edu)

- Campus Rec Field Complex – field with lights (Rain date _____ & Location _____) Field Lights needed
- Field 1 (Synthetic Turf) Field 2 (Natural Grass) Both Fields Time on: _____
 - Field lining needed - Cost range is \$100-175/per field for one field lining. Note details in area set-up. Time off: _____
 - CPA Front Yard Field
 - Disc Golf Course (9 hole course – located @ SW Ave. & Treasure Ln. (Rain date _____))
 - Recreation Tennis Courts (# of courts requested _____) (Rain date _____)

Activity open to: Faculty/Staff Students only Other (specify) _____

Multipurpose Room set-up: Standard classroom Sit down event Other (specify) _____
of Tables (_____) # of Chairs (_____) _____

Area set up instructions: _____

Check all applicable applications: Meeting Conference Political Religious Non-profit
 Sales Solicitation Club Other: (specify) _____

If activity involves any of the following, ask reservationist for details: Food/Drink through Sodexo**
 Special Parking Security Other _____ Food/Drink NOT through Sodexo**
 Equipment Rental: specify _____
 Audio/Visual equipment*: _____

* A/V equipment is locked up, so unless checked off, patrons will not have access. Link to Sodexo: www.etsu.sodexomyway.com/

** All groups must follow University Food Services Catering Policies when serving food/drinks: www.etsu.edu/students/univcent/

Extra Event Requests: Work Order Request (must be submitted to Facilities Management by the Event Sponsor):

- Recycle Bins Trash Cans Extra Tables* Extra Chairs* *Possible extra charge for delivery of chairs/tables-check with FM on cost.

BIRTHDAY POOL PARTY RATES-MUST BE AN ETSU STUDENT; STAFF; FACULTY: SATURDAYS & SUNDAYS: 2-4 PM ONLY

Pool (includes MPR or courtyard, if available): \$75 for 2 hours up to 25 people, \$10/hr for each additional 1-25 people

-can add 1 Basketball Court: additional \$25 for up to 2 hours

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ETSU Campus Recreation and BCPA Reservation Policies*

- Facility requests and space reservations can only be made by ETSU affiliated organizations, for ETSU related events only; student groups/organizations must be registered with the SORC (www.etsu.edu/sorc). Individuals can only make reservations for birthday party package.
- If there are 6 or more people using a recreation space for an activity, excluding open/informal recreation where “pick-up” games occur, this is considered a group that needs to have an approved reservation in order to use the space.
- A valid ETSU I.D is required for admission into BCPA and for use of Campus Recreation facilities.
- For events open to non-ETSU individuals, a guest list must be provided to the reservationist at least 48 hours prior to the start of the event.
- Request for Facilities form must be turned in at least 2 weeks (14 days) prior to event, requests submitted less than 14 days prior to the event will be denied.
- Reservations must be cancelled in writing via email to the reservationist at least 48 hours prior to the reservation. Groups that do not comply with this policy may lose space privileges in the future.
- Non ETSU affiliated individuals and groups must request BCPA space through ETSU Camps & Conferences.
- Facility space requests must be made during normal BCPA operating hours, visit www.etsu.edu/rec to view the current hours; after hours requests depend on staffing availability & are subject to staffing fees
- Chairs and Tables may only be requested for the Multipurpose Room, Lobby, Basketball Courts and Court Yard.
- Up to 20 tables and 120 chairs can be provided by Campus Recreation, when available; if event requires more, speak with the reservationist.
- All trash, food, and messes must be properly cleaned up, by the event holders, by the conclusion of the approved reservation time. Any groups who do not comply may be assessed additional clean up fees and may lose space privileges in the future.
- Once your reservation has been confirmed, you cannot make last minute changes. If you need to change you must contact your reservationist within 7 days prior to event.
- Various services and equipment may be available to groups on a first come, first served basis. Discuss your needs with the Campus Recreation reservationist.
- For field reservations that need lines painted prior authorization is required; for an additional fee Campus Recreation staff will line fields.
- All requests for use of Campus Recreation facilities and equipment must be submitted on this form.
- Please do not advertise or promote any events until this request has received written approval. This form is a REQUEST. It does not guarantee that the facility or any services will be available or approved.
- The event sponsor will receive an email from the Campus Recreation reservationist within 3 business days of receiving the request.
- All groups must follow University Food Services Catering Policies when serving food/drinks: <http://www.etsu.edu/students/univcent/>
 - Sodexo is the exclusive supplier for all catering services over \$300 for ETSU events in the D. P. Culp Center. University departments and affiliated organizations holding catered campus events outside of the D. P. Culp University Center are free to seek catering services from any licensed food service provider or restaurant.
- Any damages incurred while using the Campus Recreation Departments facilities will result in a fine, replacement or cost of damaged items/repairs and possible suspension from using BCPA facilities in the future.
- Campus Recreation reserves the right to refuse any facility request for any reason.
- Request for facilities can be submitted up to 6 months in advance, however Campus Recreation reserves the right to hold requests until Campus Recreation programs have scheduled spaces.

*As the event sponsor I am aware that I am responsible for the event and the participants attending. I am aware that I must be present during the entire event, including set-up and clean-up, and I acknowledge that I have read the BCPA reservation policies and will abide by them. If Food/Drink served: I have read the University Food Services Catering policies and will abide by them.

Event Sponsor Print Name _____	Event Sponsor Signature _____	Date _____
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For Office Use Only: Seen by: JS FMGA or AK SPTCLGA
 Checked in AN: **Y / N** With-in operational hours: **Y / N**
 Extra staff needed: **Y / N** If yes, how many & where: _____
 A/V Equipment: **Y / N** Scoreboards: **Y / N** Lendable Equipment: **Y / N** Custodial/Trash: **Y / N** Extra Set-Up needed: **Y / N**

Director of Campus Recreation Signature _____ Date _____
 Approved Total Fees (if applicable): _____
 Disapproved Reason: _____

In ActiveNet: ___ Date: ___ Payment: ___ (if any) Date: ___ Emailed to confirm: ___ Date: ___