

### 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: \_\_\_\_\_

**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](http://www.etsu.edu/challenge)

**INDOOR FACILITIES:** RESERVATIONS GO THROUGH Savanna Moeller ([Moeller@etsu.edu](mailto:Moeller@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)
- CPA Courtyard (Rain date \_\_\_\_\_ & Location \_\_\_\_\_)
- Lobby     Overhang     Front of Building (Rain date \_\_\_\_\_ & Location \_\_\_\_\_)
- Conference Room (holds up to 20 people)
- Locker Rooms

**NOTE: CAMPUS RECREATION CAN PROVIDE UP TO 20 TABLES AND 80 CHAIRS, IF AVAILABLE.**

**OUTDOOR FACILITIES:**

- Campus Rec Field Complex – field with lights (Rain date \_\_\_\_\_ & Location \_\_\_\_\_)     Field Lights needed
- Field 1 (Synthetic Turf)     Field 2 (Natural Grass)     Both Field    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     CPA Side Yard
  - 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/](http://www.etsu.sodexomyway.com/)

\*\* All groups must follow University Food Services Catering Policies when serving food/drinks: [www.etsu.edu/students/univcent/](http://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 courtyard, if available): \$75 for 2 hours up to 25 people, \$10/hr for each additional 1-25 people
-can add 1 Basketball Court (if available): additional \$25 for up to 2 hours

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ETSU Campus Recreation and CPA 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](http://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 CPA 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 10 days prior to the reservation. Groups that do not comply with this policy may lose space privileges in the future and may be assessed a \$50 late cancellation fee.
- Non ETSU affiliated individuals and groups must request CPA space through ETSU Camps & Conferences.
- Facility space requests must be made during normal CPA operating hours, visit [www.etsu.edu/rec](http://www.etsu.edu/rec) to view the current hours; after hours requests depend on staffing availability & are subject to staffing fees. Revenue generating events will be assessed a reservation fee.
- Chairs and Tables may only be requested for the Multipurpose Room, Lobby, Basketball Courts and Court Yard.
- Up to 20 tables and 80 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. Tape, paint and/or glitter are not permitted on any surface, including but not limited to, floors, walls and windows.
- 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 CPA 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 acknowledge that the participants and myself will abide by all CPA policies and procedures and understand that groups that do not comply with this policy may lose space privileges in the future. 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 CPA reservation policies and will abide by them. If Food/Drink served: I have read the University Food Services Catering polices and will abide by them.

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Event Sponsor Print Name \_\_\_\_\_ Event Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

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*For Office Use Only:* Seen by: SM  or AK  Grad Assistant   
 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**

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Coordinator of Operations and Aquatics \_\_\_\_\_ Date \_\_\_\_\_  
 Approved Total Fees (if applicable): \_\_\_\_\_  
 Disapproved Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Payment: \_\_\_\_\_ (if any) Date: \_\_\_\_\_ Emailed to confirm: \_\_\_\_\_ Date: \_\_\_\_\_