

Campus Recreation Facility Reservation Form

- Must submit form ATLEAST 48 HOURS in advance to reserve a room - otherwise it is first come first serve
- The request is not approved unless you receive an email confirming the reservation
- Please write legibly

Date Submitted _____ Organization/Department Name _____

Contact Name _____

Contact email _____

Contact phone # _____ Contact Address _____

City _____ State _____ Zip Code _____

Description of Activity _____

First Choice:

Area requested:

Dance Studio 1 Dance Studio 2 Multi-Purpose Room 1 Multi-Purpose Room 2

Combatives Room Annex Fields _____

For reoccurring events:

Start Date _____ **End Date** _____ (30/30 for rooms inside)

Monday Friday
Tuesday Saturday
Wednesday Sunday
Thursday

Start Time _____ **End Time** _____ (2 hours max for rooms inside)

Second Choice:

Area requested:

Dance Studio 1 Dance Studio 2 Multi-Purpose Room 1 Multi-Purpose Room 2

Combatives Room Annex Fields _____

For reoccurring events:

Start Date _____ **End Date** _____ (30/30 for rooms inside)

Monday Friday
Tuesday Saturday
Wednesday Sunday
Thursday

Start Time _____ **End Time** _____ (2 hours max for rooms inside)

Third Choice:

Area requested:

Dance Studio 1 Dance Studio 2 Multi-Purpose Room 1 Multi-Purpose Room 2

Combatives Room Annex Fields _____

For reoccurring events:

Start Date _____ **End Date** _____ (30/30 for rooms inside)

Monday Friday
Tuesday Saturday
Wednesday Sunday
Thursday

Start Time _____ **End Time** _____ (2 hours max for rooms inside)

Requests without complete information will not be considered
Please see reverse side

Fes may apply if:

- You **are charging any fees** for your event – even if it is only to break even (i.e. entry fees for participants, donations).
- Any of your **participants are non-OSU students** or not members of the CRC (this includes faculty, staff, spectators, spouses, and children).
- You are representing an OSU department or academic class and want to reserve space for conferences, meetings or sporting contests. Campus Recreation is an auxiliary department and does not receive funding from the General University.
- You represent an **external organization** outside of the university.
- You are a student group and want to reserve the Annex – *Costs for building supervision and custodial services will apply.*

If fees apply, please fill out the following:

Organization address _____

City _____ State _____ Zip Code _____

Business Phone # _____ Fax # _____

Faculty Advisor _____ Advisors Phone # _____

Payment Method:
Student Organization:
 Organization's Account # _____ **OR**

Other method of payment _____

Faculty Advisory or President's Name _____ Phone # _____

Bursar payment:
 OSU Department Account _____ **OR**

OSU Bursar Account (external accounts already established) _____ **OR**

FEI # (required for setting up a personal OSU Bursar account) _____

Scheduling guidelines:

- Colvin center gyms (including the MAC gym) are not reserved during the fall and spring semesters. Special events will be assigned to the Annex Gym during the fall and spring semester
- No reservation is valid without confirmation from a facilities coordinator
- Student clubs and organizations reserving space in the dance studios may request space no more than 30 days in advance for 2 hour blocks of time per day
- If reserved times are not honored by a group, reservation privileges for the organization may be suspended
- To maximize space, a minimum of 10 people must be involved. We don't reserve space for individuals; however, as an individual you are welcome to use anything on a space available basis
- Schedule requests must be submitted in writing on this form. NO PHONE REQUESTS will be honored. You may download a printable form.
- Along with the approval of a room reservation, the activity must also be appropriate for the space

Additional lead time fees may apply if:

- Events requiring set-up, supervision, or custodial services –*must be turned in by Monday at noon an at least 2 weeks before the event date*

Rooms available to students for reservation – *requires 48 hours notice for a reservation (however, if the room is not scheduled it is always available first come first serve):*

- | | |
|----------------------------|-----------------------|
| • Classrooms | • Sand Volleyball |
| • Combative Room | • Hall of Fame fields |
| • Dance Studio 1 & 2 | • Colvin Fields |
| • Multi-purpose Room 1 & 2 | • Willis Field |

Confirmation of Requests

- Your request will be answered by email within 48 hours - Do not assume your reservation is automatic
- Please call Campus Recreation at 744-5510 if you have any further questions or need to cancel a reservation request