

The information provided below will serve as a request for special events outside of our normal operations. Please remember this is simply a request to hold the event and is not a confirmation for the event. All requests are required in writing a minimum of 14 days prior to the event.

Name of Group _____ Affiliated with FSU? _____ Yes _____ No

Contact Name _____ Contact Email _____

Cell Phone _____ Other Phone _____

Mailing Address _____
Include City, State, & Zip

Alternate Contact Person Info _____
Include name, phone number & email address

Activity Information

Date(s) _____ Proposed Activity _____

Start and End Time(s) _____ Participant Arrival and Departure Time _____
Include set up and clean up times

Estimated Number of Participants	Estimated Number of Spectators/Non-Participants
_____ <i>FSU Students</i>	_____ <i>FSU Students</i>
_____ <i>FSU Faculty/Staff</i>	_____ <i>FSU Faculty/Staff</i>
_____ <i>Children under the age of 18</i>	_____ <i>Children under the age of 18</i>
_____ <i>Other</i>	_____ <i>Other</i>

Type of event are you hosting (check more than one if necessary)

_____ <i>Sport club single game/match</i>	_____ <i>Sport club multiple games/tournament</i>
_____ <i>Large-scale recreational event</i>	_____ <i>Small-scale recreational event</i>
_____ <i>Greek philanthropy event</i>	_____ <i>Other</i>

Detailed Description of Event _____

Facility Information

Please check the number of courts/area you would like to utilize

Tully Gymnasium: _____ 1 Court _____ 2 Courts _____ 3 Courts _____ 4 Courts _____ Lobby

Speicher Tennis Complex: _____ 1 Court _____ 3 Courts _____ 6 Courts _____ 9 Courts _____ 12 Courts

Equipment Information

Equipment Requested _____
Please include quantity of each item. (i.e. tables, chairs, lined fields, cones, goals, etc) Ice machines on sight.

Note - You will be notified by Campus Recreation what equipment is available for check-out or rental and what equipment you will need to obtain from other FSU Departments or outside sources.

Additional Information

Please check below if your answer is YES to any of the following

_____ My group would like to have food at the event - Note - EH&S Food permit required for any food/drink at the event

If yes, please describe _____

_____ My group would like to use amplified sound - Note - Requires approval

_____ My group would like to use inflatables - Note - Requires approval

_____ My group's event is being hosted for profit for my organization's benefit

_____ My group's event is a fundraiser for a non-profit or charitable organization

_____ My group's event has a co-sponsor. If so, please list _____

_____ My group is a Recognized Student Organization with the FSU Student Activities Center

Cancellations must be made at least 14 days prior to the event date. A forfeiture of the the deposit will result for any group that cancels its reservation after this time. Groups that fail to cancel their reservation and do not utilize the facility will be charged the full rental amount. All facility reservations are governed by Florida State University and Campus Recreation Policies and procedures.

Rental rate information is available from the FSU Campus Recreation Facility Coordinator. Additional paperwork such as Certificate of Liability Insurance may be required to complete your reservation. The Facility Coordinator will send email confirmation or denial to the address listed above

All facility requests received by the **priority reservation deadline** established for the particular 4-month period will be ranked according to their assigned priority and reception date of the request. Facility requests received after the priority reservation deadline will be considered in the order in which they are received. The following schedule has been established for priority reservation deadlines: August 1 for September, October, November, & December requests; November 1 for January, February, March & April requests; and March 1 for May, June, July & August requests.

OFFICE USE ONLY: Date Received _____ / Reviewed By _____ / Confirmation/Denial Sent _____