

**Contact Information**

Group or Organization \_\_\_\_\_ Sports Officials Association \_\_\_\_\_

Affiliated with FSU?  Yes  No

Contact Name \_\_\_\_\_ Cameron Swoboda \_\_\_\_\_

Mailing Address \_\_\_\_\_ 1035 Tully Gym \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Tallahassee, FL 32306 \_\_\_\_\_

Daytime Phone \_\_\_\_\_ 850-644-4925 \_\_\_\_\_

Other Phone \_\_\_\_\_ 850-123-4567 \_\_\_\_\_

Email Address \_\_\_\_\_ [css09e@fsu.edu](mailto:css09e@fsu.edu) \_\_\_\_\_

**Activity Information**

Proposed Activity \_\_\_\_\_ Basketball Officials Training \_\_\_\_\_

*Sport Clubs*

\_\_\_\_\_ Single Match, FSU versus a Single Opponent

\_\_\_\_\_ Multiple Matches / Tournament, FSU and Numerous Opponents

Other Sport Club Activity

*Other Organizations*

\_\_\_\_\_ Recreational Event, Organizational Members Only

\_\_\_\_\_ Recreational Event, Organizational Members and Other FSU Students Only

\_\_\_\_\_ Recreational Event, Organizational Members, FSU Students, and Non-FSU Participants

*Participants*

Event Will Include Only Participants who are 18 Years Old and Older

\_\_\_\_\_ Event Will Include Participants who are 17 Years Old or Younger

*Estimated Attendance*

\_\_\_\_\_ 60 Participants \_\_\_\_\_ 0 Spectators / Non-Participants

**Facility Information**

Space Requested \_\_\_\_\_ Court 3 - Upstairs Leach \_\_\_\_\_

Equipment Requested \_\_\_\_\_ None \_\_\_\_\_

Date(s) \_\_\_\_\_ 11/6/2010 \_\_\_\_\_  
Please list in order of preference.

Start and End Time(s) \_\_\_\_\_ 11:00 AM and 6:00 PM \_\_\_\_\_  
Be sure to include appropriate set-up and breakdown time surrounding your actual event time.

**Special Equipment Requests** (Bleachers, Tables, Goals, etc): You will be notified by FSU Campus Recreation regarding what equipment is available for check-out or rental and what equipment you will need to obtain from other FSU departments or outside sources.

**Cancellations** must be made at least 2 weeks prior to the event date. A cancellation fee of up to \$100 will apply to any group or organization 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, Campus Recreation, and Intramural Sports policies and procedures, portions of which are available online at <http://fsu.campusrec.com/im/principles/facilities.shtml>

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.

**Rental rate information** for FSU-affiliated and non-FSU-affiliated groups is available from the FSU Campus Recreation Facility Coordinator. Additional paperwork such as a 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.

\_\_\_\_\_  
Assistant Director of Sport Clubs Signature

\_\_\_\_\_  
Date

\*Signature required for Sport Clubs requesting space