

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 Sports Officials Association Affiliated with FSU?  Yes  No

Contact Name Cameron Swoboda Contact Email [css09e@fsu.edu](mailto:css09e@fsu.edu)

Cell Phone 850-123-4567 Other Phone 850-644-4925

Mailing Address 1035 Tully Gym, Tallahassee, FL, 32306  
*Include City, State, & Zip*

Alternate Contact Person Info Alex Alvarez, 850-644-7901  
*Include name, phone number & email address*

**Activity Information**

Date(s) 9/5/2010 Proposed Activity Flag Football Officials Training

Start and End Time(s) 11:00 AM - 7:00 PM Participant Arrival and Departure Time 12:00 - 6:00 PM  
*Include set up and clean up times*

|  |   |
|--|---|
| Estimated Number of Participants             | Estimated Number of Spectators/Non-Participants |
| <u>60</u> FSU Students                       | <u>        </u> FSU Students                    |
| <u>        </u> FSU Faculty/Staff            | <u>        </u> FSU Faculty/Staff               |
| <u>        </u> Children under the age of 18 | <u>        </u> Children under the age of 18    |
| <u>        </u> Other                        | <u>        </u> Other                           |

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

|   |   |
|---|---|
| <input type="checkbox"/> Sport club single game/match   | <input type="checkbox"/> Sport club multiple games/tournament |
| <input type="checkbox"/> Large-scale recreational event | <input type="checkbox"/> Small-scale recreational event       |
| <input type="checkbox"/> Greek philanthropy event       | <input checked="" type="checkbox"/> Other                     |

Detailed Description of Event Sport Club Instructional Activitiy

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**Facility Information**

*Please check the field area you would like to utilize*

Rec SportsPlex Main Campus Fields

|  |  |
|--|--|
| <input type="checkbox"/> Softball Fields - How Many? (5 available)                 | <input type="checkbox"/> Infields - How Many? (2 available)      |
| <input type="checkbox"/> Tournament Fields - How Many? (4 available)               | <input type="checkbox"/> Grass Fields - How Many? (4 available)  |
| <input checked="" type="checkbox"/> Multipurpose fields - How Many? (12 available) | <input type="checkbox"/> Other (please describe) <u>        </u> |
| <input type="checkbox"/> Festival Space  |  |
| <input type="checkbox"/> Other (please describe) <u>        </u>                   |  |

### Equipment Information

Equipment Requested 30 Cones  
*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, Campus Recreation, and Intramural Sports Policies and procedures.

**Rental rate information** is available from the FSU Campus Recreation website and/or Outdoor Facility Coordinator. Additional paperwork will also be required to complete your reservation. The Outdoor 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.

\_\_\_\_\_  
Assistant Director of Sport Clubs Signature  
\*Required for Sport Club Requests

\_\_\_\_\_  
Date

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

