

Facility Reservation Form

This form is due at least one week in advance of the day(s) requested.

Contact Information

Contact Person: _____ Date: _____

Club, Organization, Department: _____

Contact Number: _____

Contact Email: _____

Event Information

Type of Event: _____

Facility Requested: (Circle One) Mulligan Field Jundt Field RFC Field house RFC Large Fitness Studio

Day(s) Requested: (Circle all that apply) M T W TH F SA SU Time(s) Requested: _____

Time(s) requested should include all set-up and tear-down times.

Will food be available or provided at this event? (Circle One) Yes No

Will drinks be available or provided at this event? (Circle One) Yes No

Facility Reminders: Please remember food, glass bottles, alcohol, pets, and smoking are prohibited on Mulligan Field. Food and glass bottles on the perimeter of Jundt Field are allowed. Food and anything other than water/Gatorade are not prohibited in the RFC Field house and RFC Large Fitness Studio.

Will Intramural/RFC equipment be requested for this event? (Circle One) Yes No

If Yes, please explain what equipment you are requesting:

Additional event information:

Office Use Only

Approved: _____ Not Approved: _____ Date: _____ Staff: _____

Notes: _____