



- ALL REQUESTS MUST BE SUBMITTED IN WRITING AT LEAST 2 WEEKS PRIOR TO THE EVENT
 - PLEASE WRITE LEGIBLY
- OFFICE USE ONLY: RESERVATION # _____

Facility/Equipment Reservation Form

Department/Organization: _____

Submitted By: _____ Phone: _____

Street: _____ City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

Sponsoring Organization(if applicable): _____

Days of Event: ___ Sunday ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___

Title of Event: _____ 1st Date: _____ 2nd Date: _____

Time(beginning): _____ Time(end): _____

Repeat(Circle): Weekly Monthly Date to Start: _____ Date to End: _____

Total Attendance: _____

Area Requested: Langmuir Volleyball Court _____ Langmuir Basketball/Tennis Court _____ Tennis Courts _____

Outdoor Basketball Courts _____ Handball Courts _____ Flag Football Field 1 _____ Flag Football Field 2 _____

Soccer Field 1 _____ Soccer Field 2 _____ Softball Field 1 _____ Softball Field 2 _____

All Fields (Outdoor Intramural Sports Complex) _____

Equipment Request: Please check any equipment needed for your event

Football _____ Soccer ball _____ Volleyball _____ Softball _____ Softball Bases _____ Bat _____

Catcher's Equipment _____ Flag Football Belt _____ Outdoor Volleyball Net System _____ Basketball _____

Official's Jersey _____ Scoreboard _____ Other _____

For Office use only: DEPOSIT REQUIRED: _____ 50 100 200 300 500 Other No Deposit Required

Please note: reservations are accepted on a first come, first time serve basis. Completion of this form does not guarantee a reservation. I accept all financial and legal responsibilities for all individuals who represent the organization and/or SBU University Department stated above. Absolutely no alcoholic beverages permitted.

Signature: _____ **Date:** _____

Office use only

Approved _____ Denied _____ Print Name _____ Signature _____



Facility Policies

- a. All requests must be submitted in writing at least 2 weeks prior to the event to ensure that all event requirements are fulfilled as indicated on the Facility Reservation Form.
- b. Events organized by a Stony Brook University department on behalf of an external organization. Reservations in this category are responsible for usage fees and any special services, e.g. security, maintenance or technical assistance.
- c. Payment for usage fees must be made **5** days prior to the use of the facilities.
- d. Campus Recreation reserves the right to revoke permission granted for use of Campus Recreation Facilities i.e. Intramural Football, Soccer, Softball Fields and Basketball and Volleyball courts.
- e. Under no circumstance is alcohol ever permitted at any of the Campus Recreation Facilities
- f. No smoking is permitted at any facility, regardless if the facility is indoor or outdoor.
- g. Any group that uses the facility and/or equipment is responsible for the condition of the facilities and the supervision of the activity during the time of use. Expenses incurred by the Facility for improper use of the facility and/or equipment will be charged to the individual and/or organization. Future organization requests will not be reviewed until charges are received.

Statement of Responsibility for Facility Use

The user, or supervisor of the event, if one singular entity is deemed necessary, will be responsible for cleanup, damage, injuries, supervision, and any liability incurred during the use of the facilities requested in the application. Responsibilities that go along with facility use are as follows.

- Supervision: The user agrees to supervise the use of the facility to ensure that there is no abuse, violation of state laws, or the rules of this university as stated in the code of conduct. The person agrees to be held accountable for any indiscretions the aforementioned group commits.
- Injury: Any personal injury requiring immediate medical attention must be reported to the facility supervisor. Accident reports must be completed and returned to the Campus Recreation Manager or Director, by the next business day.
- Cleanup and Damage: The user agrees to clean up their own trash and spills that occur at the facilities. Any damage to the facility or its furnishings must be reported. The user will be responsible for costs of repair or replacement.

I understand and agree to abide by the policies and procedures as listed above. I also understand that by non-compliance and/or no cooperation with these policies may result in loss of facility use for future events.

Signature

Date

Please send completed form to:
David Hairston, Manager of Intramural & Sport Club Programs
Department of Campus Recreation
G-7 Sports Complex, z=3505