

West Campus Reservation Request

Name	Today's date	Event name
Person responsible for event	Phone	Email
Number attending	Arrival/departure day and date	Arrival/departure times

Rental Type

Private

Affiliations

Check all that apply.

☐ Faculty/Staff

☐ Graduate Assistant

Group

Ministry Department _____

Rental Location(s)

Check all that apply.

☐ Large Gazebo #6—\$0

☐ Campfire #1—\$0

☐ Campfire #2—\$0

☐ Overnight Tent Camping—\$10

Rental Information

- For the protection of our guests and natural resources, use of fireworks, explosives, firearms, or other weapons is prohibited at West Campus.
- You will receive a confirmation email from the Interiors Office when your reservation request is approved. About one week before your event, you will be emailed a memo with more details.
- Take all trash back to town. Do not discard trash at West Campus or in the surrounding area.
- When swimming or using watercraft, knee-length shorts and t-shirts must be worn over bathing suits. There are no changing facilities on site except portable restroom facilities near the boats.

Campfire Information

- Campfires are only permitted in the fire pits near the picnic tables. No fire is allowed near the gazebo.
- Keep all fire and hot materials within the fire pit. Never carry around burning/hot material.
- Firewood is not provided, but you may use driftwood or fallen limbs. Do not harm standing trees.
- Do not throw materials that will not burn, such as metal or plastic, into the fire.
- A responsible adult should attend the fire at all times. A hose is provided nearby.
- The fire must be cold-out before you leave it. Use the hose to soak the remaining wood until all smoking and burning stops. Please turn any remaining logs to ensure that all surfaces are soaked.

"I agree that my group will follow all facility guidelines and procedures."

Signature _____

am/ja 2023

Office use only:

Approved by _____ Date _____