

Sports Center Room 120 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 Information _____

- 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 information.
- Facilities are available for anniversary celebrations, birthday parties, etc., but not for fundraisers or events that promote another organization.
- Events (including preparation and cleanup) may only take place during normal Sports Center staff hours.
- Refreshments may be brought. Deliveries from off-campus vendors are not allowed.
- All food and drinks must remain in the party room.
- Coolers and electrical equipment are not available.
- Sports Center facilities are available for guest use with a \$7.50 wrist band purchased from the Hub.
- Please follow Sports Center dress guidelines during your event. As the host, it is your responsibility to be sure that your guests follow these dress guidelines as well.

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

Signature _____

am/hb 2021

Office use only:

Approved by _____

Date _____