

REQUEST FOR USE OF SPORTS FACILITIES BY OFF-CAMPUS ORGANIZATIONS

Application Date: \_\_\_\_\_

EVENT DATE (S) REQUESTED: \_\_\_\_\_

DAY (please check box(es)) M Tu W Th F Sa Su

HOURS OF EVENT: Set-up Begins: \_\_\_\_\_ Actual Event begins: \_\_\_\_\_ Take Down & Clean Up Until: \_\_\_\_\_

DETAILED DESCRIPTION OF EVENT or REASON FOR SCHEDULE CHANGE:

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Entry Fees: \$ \_\_\_\_\_ OPEN TO: (check box(es)) STUDENTS FACULTY STAFF PUBLIC ALL

SPONSORING ORGANIZATION: \_\_\_\_\_ Email: \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ Telephone \_\_\_\_\_

BILLING NAME \_\_\_\_\_ Telephone(Mobile) \_\_\_\_\_

Billing Address \_\_\_\_\_ Fax: \_\_\_\_\_

PLEASE CHECK FACILITY(S) REQUESTED LIST HOURS OF EVENT (INCLUDE SET-UP, TAKE DOWN AND CLEAN-UP)

Main Gym, Recreation Gym, Tennis Courts, Sand Volleyball Courts, Outdoor Basketball Courts, Playing Fields, Aquatic Facilities, Canyonview Facilities, RIMAC, RIMAC Annex

SERVICES REQUESTED (Check all that apply): Tables (#) \_\_\_\_\_, Chairs (#) \_\_\_\_\_, Trash Cans (#) \_\_\_\_\_, Dry erase board [ ], Field Lining \_\_\_\_\_, Flip Scorecard [ ], (Raise [ ]/Lower [ ]) Baskets, Floor Covering [ ], Bleachers [ ], Audio-Visual: Screen [ ], A/V Projector [ ], Sound System [ ], Mic [ ], Special Equipment (Description) \_\_\_\_\_, Catering: Home Plate Sports Café [ ], UCSD Catering [ ], Off Campus Catering [ ], Security [ ], Special Parking Needs/Access [ ], Other: \_\_\_\_\_

CONDITIONS

1) Applicant agrees that any activity conducted will be in accordance with all pertinent University regulations and policies, as well as any applicable federal, state or local laws. 2) Any damages or unusual expenses incurred by the University resulting from this activity will be the responsibility of the user. 3) A minimum of two lifeguards are mandatory for all aquatic events.

Signature of person responsible for event

Date

FOR DEPARTMENT USE ONLY: Distribution Date \_\_\_\_\_ Block Approval or Denial: \_\_\_\_\_ ICA \_\_\_\_\_ REC \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Reservation Number \_\_\_\_\_ Don Chadwick, Director / Zeldia McLeish, Asst. Director

Please return to: UNIVERSITY OF CALIFORNIA, SAN DIEGO, SPORTS FACILITIES 0530, 9500 GILMAN DRIVE, LA JOLLA CA 92093-0530

For more information please contact Sports Facilities at (858) 534-7884 or Fax at (858) 534-8956, Website: http://sportsfac.ucsd.edu

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Revised 10/20/2009

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Revised 10/2012