REQUEST FOR USE OF SPORTS FACILITIES BY UCSD CAMPUS ORGANIZATIONS

Application Date: ______________________

EVENT DATE(S) REQUESTED: ______________________

DAY (please circle) ( Mon ) ( Tues ) ( Wed ) ( Thurs ) ( Fri ) ( Sat ) ( Sun )

HOURS OF EVENT: Set-up Begins:_______ Actual Event begins:_______ Event ends:_______ Take Down & Clean Up Completed by:_______

NAME OF EVENT: ______________________

DETAILED DESCRIPTION OF EVENT or REASON FOR SCHEDULE CHANGE:

Estimated Attendance:_________ Entry Fees: $_________ Team Registration Fees: $_______ Will food and/or beverages be served? ___ Yes ___ No
Will Merchandise be sold or any sponsor/give-aways?_______ OPEN TO: (circle all that apply) STUDENTS FACULTY STAFF PUBLIC ALL

NAME OF APPLICANT: ______________________

(Please Print) ______________________

Email: ______________________

Telephone____________________ Fax:____________________

SPONSORING ORGANIZATION: ______________________

Principal Member: ______________________

INDEX #:_________________________ Fund #:____________________ Org #:____________________

PLEASE CHECK FACILITY(S) REQUESTED

LIST HOURS OF EVENT (INCLUDE SET-UP, TAKE DOWN AND CLEAN-UP)

MAIN GYM

Start Time End Time RECREATION GYM From To PLAYING FIELDS From To

[ ] Full Floor ______________________

[ ] West Balcony ______________________

[ ] Fitness Room ______________________

[ ] Meeting Room ______________________

RIMAC (please circle court(s)/room(s) needed)

[ ] Full Arena ______________________

[ ] Arena NE, NW, SE, SW Main ______________________

[ ] Auxiliary Gym-E/W ______________________

[ ] 4th Floor Conf Rm ______________________

[ ] Green Room ______________________

[ ] Racquetball Courts #1-2-3-4-5-6-7-8 ______________________

[ ] Team Room #1-2-3-4 ______________________

[ ] Weight Room/ Pit ______________________

[ ] Activity Room #1-2-3 ______________________

[ ] Green Room Lobby ______________________

[ ] 3rd Fl Lobby ______________________

[ ] Concourse Patio ______________________

[ ] Green Room Patio ______________________

[ ] Arena Lobby ______________________

RIMAC ANNEX

[ ] Dugout Conf Rm ______________________

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

STATUS, Date: ______________________ TAP ______________________ STATUS, Date: ______________________

Approved ________ Denied ________ Date ______________________

Don Chadwick, Director / Zelda McLeish, Asst. Director

Cancelled Date: ______________________

Please return to: SPORTS FACILITIES OFFICE, RIMAC 4TH FLOOR, MAIL CODE 0530, Phone (858) 534-7884 or Fax#: 858-534-8956

Website: http://sportsfac.ucsd.edu

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