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