UNCG Student Recreation Center
Facility Request Form

Space is not reserved until you have received a confirmation from the Department of Campus Recreation. The request form must be submitted at least 14 DAYS in advance for University groups and ONE MONTH for outside groups.

GENERAL INFORMATION

Name: _________________________________________ Today’s Date: ___________________

Group: _________________________________________ Phone #: _______________________

Address: ________________________________________ Fax #: __________________________

Email: __________________________________________

Type of Event: __________________________________ Estimated Attendance: ____________

<table>
<thead>
<tr>
<th>Facility Requested</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP Swimming Pool</td>
<td></td>
<td></td>
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<tr>
<td>Fitness Studio</td>
<td></td>
<td></td>
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<tr>
<td>Indoor Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Racquetball Courts (circle one) 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennis Courts (circle one) 1 2 3 4 5 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 403 (large)</td>
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<td></td>
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<tr>
<td>Conference Room 400 (small)</td>
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<tr>
<td>Campus Recreation Field</td>
<td></td>
<td></td>
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<tr>
<td>Sand Volleyball Court</td>
<td></td>
<td></td>
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<tr>
<td>SRC Gym (circle one) Courts 1 2 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR Outdoor Basketball Cts (circle one) 1 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR Sand Volleyball Cts (circle one) 1 2</td>
<td></td>
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<tr>
<td>Campus Rec Pavilion</td>
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</tbody>
</table>

Equipment Needed:

- ☐ Cooler (#___)
- ☐ Game Pinnies (#___)
- ☐ Softballs (#___)
- ☐ Frisbee (#___)
- ☐ Volleyballs (#___) In/Outdoor
- ☐ Soccerballs (#___)
- ☐ Horseshoes (#___)
- ☐ Basketballs (#___) In/Outdoor
- ☐ TV/VCR
- ☐ Football (#___)
- ☐ Baseballs (#___)
- ☐ Other ________
- ☐ Field Markers
- ☐ Bats (#___)

1. Please circle whom the program is open to: Student Body Faculty Staff Community/External
2. Will an entry fee be charged to participants? _____YES _____NO
3. Do participants need to belong to an organization to participate? _____YES _____NO
4. Will the event require anything more than just one room (i.e., catering, visitor parking)?

Yes ☐  Please go to Question 5. (Located on the back of this sheet)

No ☐ Please sign and send to appropriate office. A confirmation from the department will be sent to you. No further action on this form is required. If this event might require police presence, you should contact the University Police.

(PLEASE CONTINUE ON THE OTHER SIDE)
Question 5

☐ Is this event a **Group A** event that is part of the normal day-to-day function of your department as described in the Facility Use Policy?

“University academic activities carry out the instructional and research mission of the University, e.g., classes, performances as part of class requirements, and faculty meetings relating to UNCG curriculum and research. Other University activities include other programs that are regular and normal functions of a UNCG department, student group, or university affiliated unit, e.g., alumni and donor events sponsored by University Advancement.”

☐ Or is this event a **Group B** event under the Facility Use Policy?

“Programs such as workshops, conferences, seminars, or camps that are planned by UNCG departments and student organizations that charge a participation fee or require membership in an unaffiliated group.”

"Meetings, conferences, seminars, and programs that involve a university or university-affiliated unit and an unaffiliated co-sponsoring organization such as a professional association or organization-where the event is consistent with the stated mission of UNCG. Professional associations are classified as unaffiliated, even though UNCG faculty and staff may be members."

Please check either Yes or No for the following:

| Will your event require catering or dining services? | YES | NO |
| Will your event require more than one room? | YES | NO |
| Will participants require on-campus parking? | YES | NO |
| Will your event require on-campus housing? | YES | NO |
| Will your event require campus police presence? | YES | NO |
| Will your event span more than one day? | YES | NO |
| Will your event include external vendors (i.e., exhibitors)? | YES | NO |
| Will your event require audiovisual and/or other equipment? | YES | NO |

Please send signed form to the Student Recreation Center. A confirmation will be sent to you.

_________________________________________________  ______________________
Applicant's Signature        Date

Department or unit requesting space is financially responsible for all related charges for services or damages to facility.

FOR OFFICE USE ONLY

Date Received: ________________
Received By: __________________
Approved/Denied By: ____________
Date entered into calendar: _______
Response Method: ________________
RPN: ________ Date: ______________

Return to: UNCG Department of Campus Recreation
PO Box 26170
Rm 412 Student Recreation Center
Greensboro, NC 27402-6170
(Attention: Kenneth Norris 336-334-4014)