

## Facility Reservation Application Form

### Office Use Only:

- Event Information Completed
- Facility Rates Completed
- Rental Agreement Signed

Campus Rec Staff Member: \_\_\_\_\_

This form must be completed and returned NO LATER THAN 7 BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT. Requests to use the Recreation Center during peak hours must be received at least 7 BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT. **Please note that the completion of this application does not guarantee approval.** Applicants must return the completed form to the Department of Campus Recreation located in the Student Recreation Center or emailed to [src@southalabama.edu](mailto:src@southalabama.edu). To lease event space at the University of South Alabama, Non-USA person(s) or group(s) must secure formal sponsorship for that activity from an active, recognized University of South Alabama Student Organization or a University of South Alabama academic or administrative department.

#### Type of Event:

- Birthday Party
- USA Departmental Event
- USA Student Organization Event
- Non-USA Event
- Other: \_\_\_\_\_

#### Facility:

- Pool
- Rockwall
- Rec Center
- IM Fields
- 5K Course
- SGA Pavilion
- Challenge Course
- Other: \_\_\_\_\_

### Applicant Information

Date Submitted: \_\_\_\_\_

Last Name\*: \_\_\_\_\_ First Name\*: \_\_\_\_\_

Name of Group\*: \_\_\_\_\_

Contact Name\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Name of sponsoring USA Organization\*: \_\_\_\_\_

Contact Name for sponsoring USA Organization\*: \_\_\_\_\_

Email Address\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Contact Name J#\*: \_\_\_\_\_

\*Must be completed

### Event Information

Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Start Time (include setup time): \_\_\_\_\_ AM/PM

Event End Time (include clean up time): \_\_\_\_\_ AM/PM

*(All Events cannot exceed 4 hours)*

Estimated USA Attendance: \_\_\_\_\_ + Estimated Non-USA Attendance: \_\_\_\_\_ = \*Est. Total Attendance: \_\_\_\_\_

Estimated Age Range: \_\_\_\_\_

- Will Food & Drinks be served?  Yes  No
- Will Donations or fees be collected?  Yes  No
- Do you intend to put up a tent?  Yes  No
- Will you sell merchandise?  Yes  No
- Will you post banners or advertisements?  Yes  No
- Do you intend to have inflatables?  Yes  No



## Outdoor Facilities

Facility	USA Organizations/Departments USA Participants ONLY	USA Organizations/Departments With Non-USA Participants
5k Course*	<input type="checkbox"/> \$300	<input type="checkbox"/> \$400
Glenn Sebastian Nature Trail	<input type="checkbox"/> \$200	<input type="checkbox"/> \$300
SGA Pavilion	<input type="checkbox"/> \$25/per 2 hours	<input type="checkbox"/> \$100/per 2 hours
Intramural Fields (1 grass field)	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$100/hour
Intramural Fields (2 grass fields)	<input type="checkbox"/> \$50/hour	<input type="checkbox"/> \$200/hour
Intramural Fields (3 grass fields)	<input type="checkbox"/> \$75/hour	<input type="checkbox"/> \$300/hour
Intramural Fields (4 grass fields)	<input type="checkbox"/> \$100/hour	<input type="checkbox"/> \$400/hour
Intramural Fields (1 softball field)	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$100/hour
Intramural Fields (2 softball fields)	<input type="checkbox"/> \$50/hour	<input type="checkbox"/> \$200/hour
Intramural Fields (track only)	<input type="checkbox"/> \$50/hour	<input type="checkbox"/> \$200/hour
Intramural Fields (entire complex)	<input type="checkbox"/> \$150/hour	<input type="checkbox"/> \$500/hour
Challenge Course	Contact Outdoor Coord.	Contact Outdoor Coord.

\*USA Police Security required, not included in the cost of rental.

## Indoor Facilities

Facility	USA Organizations/Departments USA Participants ONLY	USA Organizations/Departments With Non-USA Participants
Outdoor Pool Birthday Party (Sat/Sun 10a – 12p ONLY)	<input type="checkbox"/> \$100/hour (2hr min)	<input type="checkbox"/> \$100/hour (2hr min)
Outdoor Pool Event* (100 ppl max)	<input type="checkbox"/> \$150/hour (2hr min)	N/A
Outdoor Pool Event* (101-200 ppl)	<input type="checkbox"/> \$200/hour (2hr min)	N/A
Rockwall Birthday Party	<input type="checkbox"/> \$100/hour (2hr min)	<input type="checkbox"/> \$100/hour (2hr min)
Rockwall Event** (20 ppl max)	<input type="checkbox"/> \$150/hour (2hr min)	<input type="checkbox"/> \$150/hour (2hr min)
Indoor Soccer Court Birthday Party**	<input type="checkbox"/> \$100/hour (2hr min)	<input type="checkbox"/> \$100/hour (2hr min)
Indoor Soccer Court Event**	<input type="checkbox"/> \$150/hour (2hr min)	<input type="checkbox"/> \$150/hour (2hr min)
SRC Back Deck**	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$100/hour
SRC Classroom	<input type="checkbox"/> No Charge	<input type="checkbox"/> \$25/hour
Fitness Studio (60 minutes)	<input type="checkbox"/> No Charge	<input type="checkbox"/> \$75/hour
Fitness Studio (60+ minutes)	Contact Fitness Coord.	Contact Fitness Coord.

\*USA Police Security required, not included in the cost of rental.

\*\*Additional Cost if outside of Student Recreation Center operational hours.

## Staffing Costs

Facility/Staff	\$10/person/hour
Lifeguard	\$12.50/person/hour
Fitness Studio Equipment (30-60 min only)	\$25
Campus Police (required for 5k and large group events) *	Contact Campus Police for pricing information

\*Required to fill out a form with Campus Police. (251-460-6983)

## Cost of Reservation

Total Cost of Reservation

## Terms and Conditions

- The USA Department of Campus Recreation reserves the right to approve or deny any event. Depending on departmental needs, event space may not be available the time requested.
- 5Ks and large group events may require additional security. Groups are required to contact USA Campus Police (251-460-6983) for security requirements. Additional fees may be required.
- The University reserves the right to cancel this event in the case of University closures, weather, or other unavoidable events.
- Payment for facility rental must be made within 7 days prior to the event. If payment is not received, the date will be released, and the event will not be scheduled.
- All events must be cancelled within 48 hours of the event time. Any event cancelled after, is subject to all payments associated with the event.
- Renters are responsible for all clean-up. The space should be left as it was given.
- Alcohol products are prohibited on any premises at the University of South Alabama.
- Damage deposits may be required upon booking.

## FOR 5KS ONLY:

The following paragraph must be included on ALL registration forms given to participants and located above their signature line. It must be printed on the form (not attached) in order to be valid. In the case of electronic registration, it must be verified with electronic signature. A copy of the registration form must be submitted to the Department of Campus Recreation before final approval.

***I know that running a road race is a potentially hazardous activity that could cause injury or death. I should not enter and run unless I am medically able and properly trained, and by my signature I certify that I am medically able to perform this event, am in good health and am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with running or walking in this event, including but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road, all such risks being known and appreciated by me. I understand that bicycles, skateboards, baby joggers, roller skates or blades, animals, and radio headsets are not allowed in the race and I will abide by these guidelines. Having read this waiver and knowing these facts and in consideration of the acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release the University of South Alabama and its trustees, officers, agents, servants and employees, all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event.***

## Rental Agreement:

I agree to assume responsibility for participants during the entirety of this event. I understand use of this space is limited to specified areas. I agree my organization and I are responsible for clean-up of the areas used for our event. I also understand that if my organization cancels the event with less than 24 hours' notice, we are responsible for all payments associated with the event. My organization waives and releases the University of South Alabama and its trustees, officers, agents, servants and employees from all claims or liabilities of any kind arising from this event, and agrees to indemnify the University for all loss, costs or damages arising from the same.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

USA Sponsoring Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Space Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Operations Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Stephon Porter, Facility Operations Coordinator, Department of Campus Recreation

Campus Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_

Brian Allred, Director, Department of Campus Recreation

Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Police: \_\_\_\_\_ Date: \_\_\_\_\_

