

# UNIVERSITY OF SOUTH ALABAMA



## DEPARTMENT OF CAMPUS RECREATION OUTDOOR FACILITIES RESERVATION

Request is hereby made for the use of space at the University of South Alabama as follows:  
(This Document is two pages and should be filled out in its' entirety)

1. Title of Event: \_\_\_\_\_ Date Submitted: \_\_\_\_\_
2. Type of Event (picnic, tournament, etc): \_\_\_\_\_
3. Date(s) for which space is requested: Day \_\_\_\_\_ Date \_\_\_\_\_
4. Time(s) requested: From \_\_\_\_\_ (a.m/p.m) – until - \_\_\_\_\_ (a.m/p.m)
5. Name of Organization: \_\_\_\_\_
6. Organization Advisor: \_\_\_\_\_ cell: \_\_\_\_\_
7. Person making reservation: \_\_\_\_\_ cell: \_\_\_\_\_
8. Person in charge of event: \_\_\_\_\_ cell: \_\_\_\_\_
9. Email: \_\_\_\_\_
10. Description of Event (All activities taking place during the event)

### Reserve the Following Facilities: (Check All That Apply)

| <u>Facilities</u>           | <u>USA Organizations with USA Participants ONLY</u> | <u>USA Organizations with Non-USA Participants Involved</u> | <u>Non-USA Organization</u>                    |
|-----------------------------|---|---|--|
| USA Bike Trails             | D No Charge   | TBD   | TBD  |
| Softball Field              | D No Charge   | D \$500 per field per day                                   | D \$500 per field per day                      |
| Field 1                     | D No Charge   | D \$500 per field per day                                   | D \$500 per field per day                      |
| Field 2                     | D No Charge   | D \$500 per field per day                                   | D \$500 per field per day                      |
| Field 3                     | D No Charge   | D \$500 per field per day                                   | D \$500 per field per day                      |
| Field 4                     | D No Charge   | D \$500 per field per day                                   | D \$500 per field per day                      |
| Field 5                     | D No Charge   | D \$500 per field per day                                   | D \$500 per field per day                      |
| SGA Pavilion                | D \$25  | D \$75  | D \$150  |
| Field House Restrooms*      | D \$10/hour<br>D Hours Needed:<br>____ to ____      | D \$10/hour<br>D Hours Needed:<br>____ to ____              | D \$10/hour<br>D Hours Needed:<br>____ to ____ |
| Disc Golf Course            | No Charge   | TBA   | TBA  |
| Estimated # of Participants |   |   |  |
| <b>Field House Charges:</b> |   |   |  |
| <b>Facility Charges:</b>    |   |   |  |
| <b>Total Charges:</b>       |   |   |  |

- \*Additional fees may be assessed by USA Campus Police or other departments.
- \*The University reserves the right to cancel this event in the case of University closures, or emergencies.
- \*Payment for facility rental will be made online at: <https://jagaspx.usouthal.edu/recpay/purchase.aspx>. Payments for events must be made 72 hours in advance.
- \*Field House Restroom rentals are to be paid to the attendant at time of the event.
- \*All events must be cancelled within 24 hours of the event time. Any event cancelled after, is subject to all payments associated with the event.
- \*Alcohol products are prohibited on any premises at the University of South Alabama

*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.*

Signature Line: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_  
Carmel Alvis, Clerk III, EMS  
(Phone) 251-460-6065 (Fax) 251-461-1491 (Email) src@southalabama.edu

\_\_\_\_\_  
Date \_\_\_\_\_  
Brian Allred, Assistant Director of Campus Recreation

\_\_\_\_\_  
Date \_\_\_\_\_  
Office of Risk Management 251-460-6074(Fax)

\_\_\_\_\_  
Date \_\_\_\_\_  
Campus Police 251-460-7225(Fax)