

# Crespi

## Facility Request Form

- Facility Requested
  - Gymnasium
  - Field
  - Titus Brandsma Conference Room
  - Track
  - Commons Area (Fine Arts Building)
  - Other \_\_\_\_\_
- Date (s) Requested \_\_\_\_\_
- Time Needed \_\_\_\_\_ (AM / PM) - \_\_\_\_\_ (AM / PM)
- Organization Requesting Use \_\_\_\_\_
- Individual Requesting Use \_\_\_\_\_
- Describe Event \_\_\_\_\_
- Approximate Number of People \_\_\_\_\_ Restrooms Required ( Y / N )
- P.A. system requested ( Y / N ) Scoreboard requested ( Y / N )
- Insurance Certification Provided ( Y / N ) Note : **At least One million dollars of coverage is REQUIRED**
- Lights Needed ( Y / N )
- Is set up required ( Y / N ) If yes, explain \_\_\_\_\_
- Kitchen Use Needed ( Y / N )

**All groups requesting use of facilities are required to perform set up, tear down, and CLEAN UP of event.**

- Set up date \_\_\_\_\_ Set up time \_\_\_\_\_ (AM / PM)
- Tear down/Clean up Date \_\_\_\_\_ Time \_\_\_\_\_ (AM / PM)
- Fee \$ \_\_\_\_\_

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

### **Internal Use:**

Approval AD: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

VP Facilities: \_\_\_\_\_ Date: \_\_\_\_\_