



FACILITY RESERVATION FORM

Date received in office _____

Any group or organization requesting space must either be a university department or currently registered student organization. It is recommended reservations be submitted two weeks prior to the event. Conflicting reservations are granted on a first come, first served basis determined by the date received in the Recreation Services Office.

Name of Organization _____ Type of Activity _____

Facility/Field _____ Area _____

Please provide three options for day, date and times, in order of preference.

DAY/ DATE

TIME (please indicate start-finish and a.m. or p.m.)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Is this event (check one): _____ on-going through the semester _____ one time only

Approximate number of participants _____ Approximate number of spectators _____

Will non-SU People be involved? _____ Will Locker Rooms be needed? _____

Is there a charge to participants? _____ If yes, how much? _____ How are the proceeds distributed? _____

There can be no charge to participants or spectators at the event.

Will food/beverages be served? _____ Food arrangements must go through SU catering, and will result in a mandatory custodial charge. Recreation Services does NOT provide tables or chairs.

Please indicate accessibility requests for individuals with special needs: _____

Individual(s) responsible for event:

Name _____

Name _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Phone _____

E-mail _____

E-mail _____

Your group or organization will be responsible for adhering to the Facility Reservation Guidelines and any other policies established and will be financially responsible for any costs incurred due to this event. By signing this form, you acknowledge that you have read the Indoor /Outdoor Facility Guidelines and agree to the conditions therein.

Applicant's Signature _____

Date _____

See back of form for Indoor and Outdoor Facility Guidelines

Please return to: Eliza Decker, etdecker@syr.edu
Recreation Services, 241 Archbold Gym
Phone: 443-4386, Fax: 443-3244

Syracuse University
Department of Recreation Services
Indoor and Outdoor Facility Guidelines

1. A valid Syracuse University Identification Card must be presented to gain access to any indoor recreation facility.
2. If non-university participants will be present at indoor activities, an accurate list must be provided to the Department of Recreation Services three business days before the event. These individuals must present a picture ID to gain entrance into the facility.
3. The facility or field is expected to be in clean condition immediately following the event. You will be responsible for defraying costs for any damage repair or unusual custodial maintenance.
4. Please keep a copy of this confirmation letter with you at the time of your event as you may be asked to produce it.
5. **No Smoking in all indoor recreation facilities will be enforced.**
6. Recreation facilities are under use by the Department of Recreation Services, the Department of Health and Exercise Science and the Athletics Department and are primarily used for athletic purposes. It is most important that the condition of the floors/fields be maintained. Any indoor event that involves a large group of people in street shoes or requires tables, chairs, etc. to be placed on the floor will need to have the floor covered during the event. This may affect the start and end time(s) of the event. You will absorb any additional expense involved.
7. The Department of Recreation Services reserves the right to prohibit any food or beverage containers into events at indoor and outdoor facilities.
8. Food and beverages are **NOT** allowed in any of the indoor facilities.
9. The Department of Recreation Services reserves the right to request that the Department of Public Safety check any bag or package at any time during an event.
10. Alcohol is **NOT** permitted on the premises at any event or activity scheduled through the Department of Recreation Services or taking place at Recreation Services' facilities. The sponsoring organization (or individual) is responsible for dismissing participants or observers not following this policy, as well as those intoxicated or engaged in other prohibited conduct. At the discretion of the Department of Recreation Services Staff, failure to follow this policy could lead to the removal of individual(s), cancellation of the event and/or a complaint filed with the Office of Judicial Affairs.
11. The Department of Recreation Services reserves the right to add additional conditions for all events.
12. A rain date **must** be determined for all outdoor events before a request will be considered. The Department of Recreation Services reserves the right to cancel an event, with limited notice, due to field conditions. The Department of Recreation Services also reserves the right to cancel or re-assign an indoor event, if necessary, at its discretion.
13. Requests will not be considered unless the organization or individual is affiliated with Syracuse University. Student groups must be registered as a Club Sport or with the Office of Student Life.
14. Those utilizing facilities shall be personally responsible for their conduct and safety.
15. Groups and their guests approved to hold functions at the Department of Recreation Services facilities are expected to conform to the Code of Student Conduct as well as all University rules and regulations.