



CAMPUS RECREATION FACILITY REQUEST FORM

Telephone (309)298-1228 ext. 230 Fax (309)298-3224 wiu.edu/campusrec

PLEASE PRINT CLEARLY. EMAIL ns-knowles@wiu.edu WITH QUESTIONS.

ALL FOOD MUST BE PURCHASED FROM SODEXO CATERING, (309) 298-1292.

Event/Meeting/Activity _____

Time of Event (Start/End) _____ AM / PM to _____ AM / PM Day/Date(s) of Event* _____

*Use DESCRIPTION space below to list additional dates.

Location Requested _____

Sponsoring Organization(s) _____ Anticipated Attendance _____

Contact Person _____ Title _____

Address _____ City _____ Zip _____

Email _____ Telephone _____

Advisor's Name _____ Telephone _____

Advisor's Email _____

BRIEF DESCRIPTION OF EVENT/MEETING/ACTIVITY:

EQUIPMENT/SET UP DIAGRAM/SET UP TIME:

Completed requests must be signed and submitted to the Campus Recreation Office, Room 200A, Spencer Student Recreation Center at least 72 hours prior to the requested event. The contact person will be notified by Campus Recreation when the event has been approved. I understand and agree to abide by the rules and policies established by Campus Recreation and Western Illinois University. See reverse side for additional information.

SIGNED _____ DATE _____

FOR OFFICE USE ONLY

Verification/Labor/Costs/Notes:

Post on Scheduler Plus _____

Notes on Form _____

Labor Request _____

Confirm by E-Mail _____

Xerox & Distribute _____

Approved ____/____/____ By _____ Confirmed _____

Charges/Fees _____ Agreement Sent ____/____/____ Received ____/____/____

Roster _____ Non-WIU _____ Waivers Needed _____

Registered Organization _____ Insurance Expiration Date ____/____/____

Copies: Equipment _____ Facility/Front Desk _____ Business Office _____ Night Facility _____

CAMPUS RECREATION FACILITIES GENERAL INFORMATION

The Campus Recreation Office oversees a variety of indoor and outdoor facilities on campus that are available for use by student organizations and the general Western Illinois University community. We encourage you to reserve these facilities in advance to insure their availability and to provide for proper setup. A **Facility Request Form** must be completed, signed and returned in to the Campus Recreation Office at least 72 hours prior to the requested event. You will be notified by e-mail in a timely manner regarding the status of your request.

Facility Request Form Reminders

Please be sure to list all Sponsoring Organizations. Greek Organizations and groups not affiliated with WIU must provide a Certificate of Insurance prior to the confirmation of the reservation. See No. 11 below. The Contact person listed should be an individual who can provide specific information about the Event/Meeting/Activity.

If questions arise, timely accurate answers can facilitate a quick response to your request. Under Brief Description, please provide enough information to give the Campus Recreation Office a general overview of the event so we can try to meet the needs of your group. Identify any equipment needs you will have for your event as well as the anticipated set-up time. (AV equipment is available for check out through the Leslie F. Malpass Library.) The VERIFICATION space will be used to confirm your request and provide you with additional information to help insure a successful event.

General Usage Information

1. The sponsoring organization shall assume full responsibility for the conduct of any patron, guest, or visitor who attends an event it is sponsoring. Western Illinois University assumes no responsibility for supervising and/or chaperoning any event scheduled in/on campus facilities. When appropriate, Campus Recreation will have a staff member available to assist with facility supervision.
2. All sponsored group members and participants must present a current, valid, WIU ID when entering the Student Recreation Center unless prior arrangements are made. They can only use the areas they have reserved.
3. All food must be purchased from Sodexo Catering. Food and beverages will only be allowed in the Colgate Room, Keeney Room, and Oasis area.
4. Western Illinois University is designated as a smoke-free campus. Smoking will be prohibited in all indoor areas.
5. No alcohol, drugs, or advertising promoting alcohol or tobacco products will be allowed on University property.
6. Final facility setups must be made at least 72 hours in advance. Groups not meeting this deadline will be subject to possible cancellation and/or a set-up surcharge.
7. Priority will be given to (a) Campus Recreation Programs, (i.e. Open Recreation, Intramural Sports, Fitness, Aquatics, Sport Clubs, Special Events, etc.), (b) Academic Classes, and (c) Student Organization/Resident Hall events.
8. All individuals using the Spencer Student Recreation Center must wear appropriate footwear (i.e. aerobic, cross training, or court shoes) at all times. Supervisors may restrict the participation of individuals with inappropriate shoes.
9. Any sponsoring organization or individual using University facilities assumes responsibility for maintaining the condition of the facilities during its use. The organization or individual will be responsible for all damage to, or misappropriation of, University facilities or equipment occurring as a result of the use of facilities. This responsibility includes damage or misappropriation by all non-University attendees. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.
10. If events require extra setup, janitorial services, Office of Public Safety personnel, utilities or other specialized services, the actual costs will be paid by the requesting organization. The sponsoring group is responsible for any damages or cleanup to the facility in which the event is held.
11. Certain student organizations and groups not associated with the University are required to either: (a) provide the University a Certificate of Insurance including the WIU Board of Trustees and Western Illinois University as an additional insured for no less than \$1,000,000 combined limits, or (b) purchase coverage for the event through the Master Venue Program. Non-University groups should contact William Oster, Assistant to the Vice President, Administrative Services, 200 Sherman Hall, telephone (309)298-1800 regarding Certificate of Insurance questions or cost estimates for the Master Venue program.
12. Those using Campus Recreation facilities must adhere to all applicable rules and regulations regarding parking.
13. Campus Recreation is not responsible for items that are lost or stolen.
14. All no shows will be assessed an administrative fee of \$10 or the equivalent rental fee for the facility reserved. The individual reserving the facility will be responsible for the no show fee. A no show is designated by failure of the organization or residence hall floor to be present 15 minutes after the scheduled time of the event. To avoid a no-show charge, groups must cancel a reservation at least 24 hours in advance at the Campus Recreation Office in the Spencer Student Recreation Center. Events cancelled with less than 24 hours advance notice will be assessed the no-show fee/rental fee.
15. Campus Recreation reserves the right to assign or restrict the use of facilities.
16. Depending on the nature, scope and length of the activity, a rental charge may be assessed.
17. All groups must comply with University policies and the Student Code of Conduct.

