RECREATION FACILITY RESERVATIONS (AND RENTALS)

Thank you for your interest in reserving our recreational facilities. Before downloading and completing the *Area Reservation Request Form* review the following pertinent information to guide you through the reservation process:

Facility reservations are on a first-come, first-serve basis (except for *dance group requests* which will be reserved by a lottery system. However, the highest priority is internal departmental programming which serves the Northwestern University student body. After this primary use has been met, the Recreation Department may make the remaining time and space available to outside groups on a rental basis, using the following priority list:

- Recognized student groups of Northwestern University
- Northwestern University Department personnel

Organized and group activities must be approved in advanced by Facility Scheduling Personnel through the Area Reservation Procedure. Use of facilities for paid instructing or coaching is prohibited.

Form must be filled out in its entirety. Completion of the facility request form does not guarantee the request will be granted. Facility request forms should be submitted with at least two weeks advanced notice for one-time events. Reservation requests for recurring events (daily, weekly, monthly or quarterly) should be submitted by the Friday of Reading Week prior to the following quarter.

Upon completion of your reservation request form you will receive an email with status of your request for space. Please note the status indicated in the email. If you are making multiple requests for meeting rooms (e.g. recurring weekly or quarterly meetings, please include the bookings in one reservation.

**Event Status Type**

**Confirmed:** Your request has been approved and you hold a valid reservation for the space. Please review your details, correct any discrepancies if any and contact e-scott@northwestern.edu or (847)491-2418.

**Request:** Your request is being reviewed and you will receive a second email indicting that your request has been confirmed or denied.

**Cancelled:** If at any time you wish to cancel your reservation please notify us through email: e-scott@northwestern.edu. Should our office determine that the space is unavailable you will be notified.

Download the *Area Reservation Request Form* (pdf), complete it, and submit by email to: e-scott@northwestern.edu.

2-20-17
Date of Application: ______________  □ One Time Event  □ Recurring (daily, weekly, monthly)

Event Name & Activity Description  *(Be specific, eg Fraternity b-ball tourney)*

date: ____________________________

Set-up/equipment needs (if any): ____________________________

Department, Club/Organization or Group Name: ____________________________

Event Contact: ____________________________ Phone: ____________________________

E-mail: ____________________________

Address/City/State/Zip: ____________________________

Event day(s):  □ Sunday  ______  ______ Organization Type:  □ Recognized Student Group

□ Monday  ______  ______         □ University Department

□ Tuesday  ______  ______

□ Wednesday  ______  ______

□ Thursday  ______  ______    Anticipated Attendance: __________

□ Friday  ______  ______        Will all attendees consist of NU students?  □ Yes  □ No

□ Saturday  ______  ______      If No, a list of all Non-NU students must be provided prior to event

Recurring:  □ Start & End date: __________

**Facility/Field Practice Space Requested**

- **Henry Crown Sports Pavilion**
  - Racquetball Court(s)  ______ (quantity requested)  Court: 1 2
  - Squash Court(s)  ______ (quantity requested)  Court: A B C
  - Fitness Studio w/mirrors
  - Multi-purpose Classroom (36)
  - Tennis Spectator Area

- **Blomquist Gymnasium**
  - Basketball/Volleyball Court(s)  ______ (quantity requested)  Court: 1 2

- **Patten Gymnasium**
  - Basketball/Volleyball Court(s)  ______ (quantity requested)  Court: 1 2 3

- **Field Hockey Field**  □ Martin Field (Soccer)  □ Hutcheson Field (football/soccer practice)  □ Long Field

*Reservation Agreement:* The below signature affirms the fact that I understand I am responsible for lost, stolen, and/or damaged equipment and the conduct of the reserving group. I understand that I must abide by all rules, regulations, policies, and procedures as they apply to my reservation. My signature further indicates that I have read all of the information and contained herein is true.

Signature: ____________________________  Date: ____________________________  Position: ____________________________

__________________________________________________________________________________________________________________________

For office use only:  Confirmed: ____________ Scheduled: ____________ Denied: ____________ Cancelled: ____________

Notes:  ________________________________________________________________________________________________________________________________________________________________