

OFFICE USE ONLY:  
 BP # \_\_\_\_\_  
 Acct. Title \_\_\_\_\_  
 Mail Code \_\_\_\_\_

**REQUEST FOR USE OF UNIVERSITY PREMISES AND FACILITIES**

**Southern Illinois University - Recreational Sports and Services**

For Space Requests - return to Assistant Director of Facilities  
 300 E. Grand Ave., Carbondale, IL 62901 MC-6717  
 Fax to: Amber Armstrong at 618/453-1238

OFFICE USE ONLY:  
 EMS # \_\_\_\_\_  
 Emailed on: \_\_\_\_\_

DEPARTMENT/ORGANIZATION \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_  
 (What space will be used for)

EVENT DETAILS \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE CHECK ONE OF 5 BOXES BELOW WHICH DESCRIBES YOUR GROUP \***

- Campus Department     Registered Student Organization (Must first receive funds approval stamp from Student Life if paying from your RSO account.)  
 Outside Organization

**List the date and each area you are requesting below:**

Date(s)	Hours		Estimated # of Participants	Space Desired (List areas separately)
	From	To		

**Please Answer the Following:**

- Will there be an admission charge, sale of items, collection of donations or any money generated at this event (excluding dues, assessments or initiation fees)?  Yes  No  
 Organizations are required to deposit any such funds into their Organization Fund Account.
- Is this event a fund-raiser for charity?  Yes  No    If so, which charity? \_\_\_\_\_
- Will there be any non-SIU-affiliated speakers and/or performers?  Yes  No    Name: \_\_\_\_\_
- Are any non-University individuals attending or invited to this event?  Yes  No
- Will food and/or beverage be served?  Yes  No     Breakfast;  Lunch;  Dinner;  Reception;  Coffee;  Other: \_\_\_\_\_
- Will there be a set-up: (Alternations of existing facilities, need for equipment of services)?  Yes  No
- Is insurance required?  Yes  No    Note: Insurance will be required for ALL school groups and any activities that involve risk.

**Remarks** (For RSS - Room Arrangement)

**Note: Group is responsible for all cleanup and any damages incurred as a result of this event. \*\***

**THIS REQUEST FOR SPACE WILL BE IN A TENTATIVE STATUS. IT WILL BE CHANGED TO CONFIRMED ONCE YOU RECEIVE A CONFIRMATION FROM THE ASSISTANT DIRECTOR OF FACILITIES.**

I agree that the above organization(s) will abide by the University governing use of University Premises.

Signature of Authorized Organizational Agent (s): \_\_\_\_\_  
 Name of Department Dean/Director/Head that approves event (Not Needed if non-SIU Group)

Contact Person \_\_\_\_\_  
 (Group representative attending event and responsible for conducting event or activity)

**MUST Complete for Contact Person:**

Local Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Campus Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_

\* The fiscal officer hereby approves the above mentioned RSO under account number \_\_\_\_\_ to incur the listed charges for the events on the dates and times listed above.

**Fiscal Officer signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Not Needed if non-SIU Group)

# Rental Rates

Group A = SIUC Registered Student Organizations, Group B = Southern Illinois University - Carbondale Campus Departments

Group C= Non-Southern Illinois University Organizations/Private Entities

Indoor Space	Group A+B	Group C
Space/room	Minimum Charge (per hour)	Minimum Charge (per hour)
200 Meter Track- Lower Level	\$30	\$40
Alumni Lounge	\$25	\$50
Alumni Lounge Conference Room	\$20	\$40
Climbing Wall	\$20	\$40
Climbing Wall II	\$40	\$60
Group Fitness Studio	\$40	\$50
Martial Arts Room	\$20	\$50
Multisport Court 3-7	\$30	\$50
Natorium Diving Well	\$30	\$40
Natorium East End	\$35	\$40
Natorium West End	\$35	\$40
Pool Lounge 1	\$20	\$30
Turf Court 1-2	\$30	\$50

Outdoor Space	Group A+B	Group C
Space/room	Minimum Charge (per hour)	Minimum Charge (per hour)
*Becker Pavilion (2hr minimum)	\$140	\$180
Each additional hour over 2 hours	\$50	\$70
Bucky's Haven	\$15	\$25
Rec Sports Complex Field 1 - softball	\$40	\$60
Rec Sports Complex Field 2 - softball	\$40	\$60
Rec Sports Complex Field 3 - baseball	\$40	\$60
Rec Sports Complex- Outfields of 1&2	\$40	\$60
Sam Rinella Field	\$30	\$40
Saluki Courts	\$10	\$15

\* RSO's may use this space Monday -Friday from 8am-5pm, free of charge. However, they are still required to reserve the space. Costs are for facility use only. Rec Sports and Services will determine additional staffing or setup costs based on the event. Some equipment is available at an additional cost (stages, speaker, microphone, etc).

**Do Not Write Below This Line (For Office Use Only)**

**Facility Charges:**

<u>Area/Room</u>	<u>Charge/hr</u>	X	<u>Hours</u>	=	<u>Cost</u>
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
Total Facility Charges: _____					

**Entry Fees:**

\_\_\_\_\_ dep. (under 16) X \$3.00 \_\_\_\_\_  
 \_\_\_\_\_ participating adults X \$10.00 \_\_\_\_\_  
 \_\_\_\_\_ participating campers X \$5.00 \_\_\_\_\_  
 Total Entry Fees: \_\_\_\_\_

**RSS Personnel Wages:**

<u>Number</u>	X	<u>Rate/hr</u>	X	<u>Hours</u>	=	<u>Cost</u>
_____	X	\$ _____	X	_____	=	_____
_____	X	\$ _____	X	_____	=	_____
_____	X	\$ _____	X	_____	=	_____
_____	X	\$ _____	X	_____	=	_____
Total Wages: _____						

**Amount Due:**

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
 Facility & Wage Fees      Entry Fees      Total

Total Facility & Wage Charges: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

CONTACTED BY \_\_\_\_\_

Date \_\_\_\_\_

EVENT APPROVED BY \_\_\_\_\_

Date \_\_\_\_\_