



REQUEST FOR RECREATION FACILITY SPACE

Completion of this form does not constitute a reservation



Title of Activity / Event: _____

Sponsoring Club / Organization: _____

Facility Location:

Name or Description _____ Facility number _____

Inclusive day, date(s) of facility usage: _____

Inclusive time(s) of facility usage: _____

Is there an admission charge? YES NO Donation? YES NO How much? _____

Estimated number of people who will attend: _____ Amplified sound needed? YES NO

Is activity open ONLY to Club / Organization? YES NO If no, who? _____

Name of requester: _____ Phone number: _____

Street Address: _____

City / State / Zip: _____ Email: _____

Facility / Staff Advisor's Name & Title: _____

Facility / Staff Advisor's Signature: _____

Requester Printed Name: _____

Requester Signature: _____

FOR OFFICE USE ONLY

Date received: _____ Key needed? YES NO Check-out to: _____

Fees due: Amount: _____ Receipt number: _____

Insurance rider required? YES NO Amount: _____

Staff needed: _____ Total: _____

Equipment needed: _____ Total: _____

Total amount due: _____ Paid: _____

Reservation approved Denied: AS Manager _____ Date: _____

The above customer will ensure the following: 1) Each participant signs an A.S. waiver form before participating. 2) Each participant must always wear the appropriate shoes which cannot damage the facility or cause injury to self or others. 3) Ensure all equipment used is preapproved and cannot cause damage to the participants or facility in any way. 4) Ensure the facility is reset & cleaned immediately following their use. 5) Report any odd or unusual occurrence which involves their facility use to the Facilities Supervisor, (619) 594-3536. 6) Ensure all waiver forms are turned into the ARC within 72 hours of the event completion. 7) Will obtain all required University approvals and submit to the Facilities Supervisor at least 3 days prior to the event. Light refreshments such as water in plastic containers are approved to prevent dehydration.

Request **MUST** be submitted at least 10 working days prior to activity.



TERMS & CONDITIONS FOR RECREATION FACILITY SPACE



(On-Campus Clubs / Organizations Only)

These conditions and fees are effective for all facility reservations of recreational space on the SDSU campus.

1. **CANCELLATION POLICY:** Due to priority obligations to the Exercise & Nutritional Sciences Department, Athletic Department and/or Associated Students (A.S.), reservations are subject to cancellation or change.
 2. **KEY ISSUES:** An SDSU identification card is necessary to check out a key to the facility. The key must be returned immediately. Any lost or missing keys will be billed to the individual who checked out the key.
 3. **FACILITY SUPERVISOR:** The A.S. will provide a qualified supervisor at a specific charge, (see below.) During low risk activities, a self-appointed facility supervisor, who is responsible for the safety and well being of the group may be allowed. The decision of the A.S. will be final with regard to the necessity of a supervisor.
 4. **EMERGENCY SITUATIONS:** All emergency situations should be reported.
 5. **AVAILABILITY:** The available facility spaces which may be reserved are outlined in the attached sheet.
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6. **FEES:** The A.S. reserves the right to charge groups for services and personnel as required.
 - A. SERVICE: Due to the A.S. liability exposure facility maintenance, reservation space processing, billing expenses and scheduling personnel, a non-refundable service fee will be charged. Current rate schedule:
 - Student Rate (one time): \$25.00
 - Faculty/Staff Rate (one time): \$35.00
 - Subsequent times per use: \$10.00
 - B. STAFFING: Charges for supervisor: \$9.50
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7. **DAMAGES:** The undersigned will report any damages or destruction and will be responsible for repair costs.
 8. **CLEANING:** The facility must be cleaned before exiting, any additional cleaning that is necessary will be billed. Certain events may require a refundable security deposit.
 9. **EQUIPMENT:** Groups may rent most sports related equipment (football, flag football belts, soccer, volleyball, softball, frisbee) items. In addition, electrical set-ups, chairs, tables, and audio equipment may be rented at an additional charge.
 10. **ADDITIONALLY INSURED:** A certificate of insurance naming the Associated Students and San Diego State University may be required for certain events.
 11. **ASSUMPTION OF RISK:** All participants are required to sign an Associated Student/SDSU "Assumption of Risk" form (attached).
 12. **RULES AND REGULATIONS:** All rules and regulations will be adhered to.
 13. **REFUNDS:** To be approved, an official A.S. Refund Form must be requested ten working days prior to event.

I have read, understand, and agree to adhere to the above, I understand my reservation(s) may be cancelled at any time.

Signature: _____ Printed Name: _____ Date: _____