

SIUE Campus Recreation
Reference Document for Campus Recreation Facility Scheduling

(Form Revised 03/28/19)

<u>Date</u>	<u>Initials</u>
Tentative _____	_____
Confirmed _____	_____
Canceled _____	_____
Diagram Rec'd _____	_____

University Account # _____
 Confirmation # _____

For Office Use Only _____

Events must be requested a minimum of 10 days prior to the event. Requests which require security, building service workers or maintenance must be submitted, approved and confirmed 28 days prior to the event. Some events may need additional meetings prior to event confirmation. Please attach a diagram of the requested set up with your request if possible.

Please print clearly and complete those sections on both the front and back pages of this application that apply to your event. (An event cost analysis worksheet may be required for events that involve costs/charges)

Event Title _____ Event Date ____/____/____

Sponsoring Organization/Group _____

Fundraising ____ Yes ____ No What on/off campus organization(s) will receive some or all of the proceeds? _____

Will there be a cost to get into the event? ____ Yes ____ No

Event Setup Time ____ AM/PM Event Start Time ____ AM/PM

Event End Time ____ AM/PM Break Down Time ____ AM/PM

Estimated SIUE student attendance _____ Estimated Non-SIUE student attendance _____ Main

Contact for this event and all correspondence from Campus Recreation related to this event.

Name _____ Email _____ Phone _____

Secondary Contact for this event and all correspondence from Campus Recreation related to this event.

Name _____ Email _____ Phone _____

Briefly describe the event _____

Space preference – indicate how many when applicable (Facility schedulers will make final decisions):

____ *SFC Activity Center Full Gym (2 Courts)

____ *VC Racquetball Courts

____ *SFC Activity Center Single Court

____ *VC Indoor Pool

____ *SFC Activity Center Catering Kitchen

____ Rec Plex Pavilion

____ *Group Fitness B

____ Rec Plex Softball Field

____ VC Group Activity Room 1

____ Rec Plex Football/Soccer Field

____ VC Group Activity Room 2

Other – (Please specify) _____

____ *Climbing Gym (max of 15 people)

*These spaces require a valid SIUE ID or SFC membership for each participant to access under typical conditions

Equipment/Setup Needs (event sponsor required to inquire, reserve & arrange applicable payments, etc.)

____ Ice Chest # _____ (max of 2, if available)

____ Soccer Ball # (1, if available)

____ Ice

____ Football/Football Flags (if available)

____ Basketballs # _____ (max of 2 per court, if avail)

____ Dodgeballs (bag of 6 if available)

____ Volleyballs # _____ (max of 1 per court, if avail)

____ Badminton Racq.# _____ (max of 2 per court, if avail.)

_____ Racquetball Racq.# (max of 3 per court, if avail.) _____ Tables (max of 20, if available)
_____ Wireless Scoreboard Controls (1 per court) _____ Folding Chairs # _____ (max of 120, if available)
_____ Wireless Mic (1)

Is set-up required? ___ Yes ___ No. Provide number of tables, chairs, trash cans, baskets, nets, lifeguards, etc. needed and a brief description of the layout. _____

Will food be served? ___ Yes ___ No If so, what format? _____ Bring your own _____ SIUE Dining Services
_____ Outside Vendor _____ Provide packaged items on-site _____ Prepare your own on site

Describe any special grounds, facilities or room alterations if needed _____

_____ Do you anticipate guests with special needs or physical challenges? ___ Yes ___ No If Yes, explain _____

Utilities? ___ Yes ___ No ___ Electrical outlets ___ Extension Cord(s) ___ Sound System ___ Lighting _____

Equipment delivery? ___ Yes ___ No Date ___/___/___ Time ___ am/pm

Drop Off Location _____

Equipment pickup? ___ Yes ___ No Date ___/___/___ Time ___ am/pm

Pick Up Location _____

Name of delivery person/company(s) _____

Phone Number _____

*Security ___ Yes ___ No Number of officers _____ Paraprofessionals _____ Volunteers _____

***Security may be required for evening programs, dances & events where large numbers of people are expected or any event that includes non-SIUE student participants. Kimmel Leadership Center or Campus Recreation Personnel, in consultation with the SIUE Police, will make final decisions.**

Parking: The SFC/VC parking lot requires an SIUE Brown Lot Hang Tag or metered parking. Other SIUE hang tags are permitted after 3pm. Any special requests must be directed to Parking Services at extension 3680.

Signatures of an Officer of the requesting organization, the Faculty Advisor and the Fiscal Officer of the organization must be provided below before submission of this application. Omission of any required signature will result in the application being considered incomplete and as such will not be considered for scheduling.

Please read before signing. The information submitted in this application is correct to my knowledge. I understand that Campus Recreation is not obligated to provide space or the specific location requested and will schedule the facility location that best serves the needs for this event based on the information provided here and the availability of space within the facilities in their care. I also understand that any costs incurred by this event, whether determined prior to or during the event, are the sole responsibility of our organization, its membership and representatives, as are the repair or replacement costs for any damages to persons or property associated with this event.

_____	_____	_____/_____/_____
Signature of Organization Officer	Print Your Name	Date
_____	_____	_____/_____/_____
Signature of Faculty Advisor	Print Your Name	Date
_____	_____	_____/_____/_____
Signature of Fiscal Officer	Print Your Name	Date
_____	_____	_____/_____/_____
Verification of Organization Status/Funds	Signature of CREC Staff	Date

SIUE Campus Recreation Costs for Student Organizations & University

Groups Worksheet (Optional – use as needed/helpful)

Important Notice: All direct costs will be assessed per hour or any part of any hour, for any facility open other than normal operating hours. If it is determined departmental personnel are needed to supervise an event there may be a fee of \$12.50/hr., or part of any hour, per person assigned to work the event as well.

Work with Campus Recreation Event/Reservation Staff to determine any applicable facility rental charges.

Hourly Rates for Personnel – Any part of an hour will be billed as the full hour

Campus Recreation

1.	Lifeguard	\$12.50/hr.
2.	Facility Supervisor	\$12.50/hr.
3.	Event/Activity Supervisor	\$12.50/hr.
4.	Student Worker	\$12.50/hr.
5.	Sports Official	\$12.50/hr.
6.	Group Fitness Instructor	Varies: \$12.50-\$27/hr.

University Facilities Management (Inquire with FM for current rates)

1.	Building Service Worker(s)	Yes ___ No ___	Time _____	Cost _____
2.	Student Custodian(s)	Yes ___ No ___	Time _____	Cost _____
3.	Operating Engineer(s)	Yes ___ No ___	Time _____	Cost _____
4.	Grounds Worker(s)	Yes ___ No ___	Time _____	Cost _____
5.	Electrical Technician(s)	Yes ___ No ___	Time _____	Cost _____

Outside of Normal Operating Hours

Operating any facilities outside of normal operating hours are those that occur before/after a facility's normal operating hours. These require that all direct charges during these times must be applied.

Set-Up & Clean-up Fees

1.	Tables and Chairs (1 to 2 tables & up to 4 chairs)	No Charge
2.	Tables and Chairs (more than 2 tables & 4 chairs)	Charges May Apply
3.	Typical Sport Equipment Set-up (during regular hours)	No Charge
4.	Atypical Sport Equipment Set-up or outside normal hours	Charges May Apply
5.	Facility areas that are not cleaned up appropriately after an event	Charges Apply

SIUE Campus Recreation - Event Cost Worksheet

(Optional – use as needed/helpful)

Use the rental fees, service fees and hourly wage rates to calculate the estimated cost of your event using this Worksheet. Sufficient funds to cover all anticipated costs must be available in your account prior to the event.

Cost of Venue

Location _____ cost/hr./day _____ x _____ hrs./days= _____
Location _____ cost/hr./day _____ x _____ hrs./days= _____
Location _____ cost/hr./day _____ x _____ hrs./days= _____
Location _____ cost/hr./day _____ x _____ hrs./days= _____

Cost of Staffing

Staff Title _____ x number of staff = _____ x cost/hr. _____ x hrs. = _____
Staff Title _____ x number of staff = _____ x cost/hr. _____ x hrs. = _____
Staff Title _____ x number of staff = _____ x cost/hr. _____ x hrs. = _____
Staff Title _____ x number of staff = _____ x cost/hr. _____ x hrs. = _____
Staff Title _____ x number of staff = _____ x cost/hr. _____ x hrs. = _____
Staff Title _____ x number of staff = _____ x cost/hr. _____ x hrs. = _____

Set-up Fees _____
Clean-up Fees _____
Security _____
Personnel _____
Food _____
Equipment Rental _____
Miscellaneous _____

Total Expenses _____

Potential Event Revenue Sources

Ticket Sales _____
Admission Charge _____
Entry Fees _____

Total Revenue _____