



# Facility Request Form

For additional information, email  
DRSReservations@purdue.edu or call (765) 494-3109.

Reservation Staff Only	
<input type="checkbox"/> Denied Date _____	
<input type="checkbox"/> Pending _____	
<input type="checkbox"/> EPF Due Date _____	
Staff _____	
<input type="checkbox"/> Approved Date _____	
Staff: _____	

Contact Person/Sponsor: \_\_\_\_\_

Contact Person Purdue ID #: \_\_\_\_\_

Title: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Name\Type of Activity or Event: \_\_\_\_\_

Address/Dept: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Credit Card# \_\_\_\_\_

Exp: \_\_\_\_\_

Dept Acct # \_\_\_\_\_

BOSO-BP # \_\_\_\_\_

Estimated # of Participants: Students \_\_\_\_\_

Faculty/Staff \_\_\_\_\_ Other \_\_\_\_\_

Estimated # of Spectators: \_\_\_\_\_

Are you charging an entry fee? Y N

Will there be food/concessions? Y N

**Requested Dates/Times** (include set-up and clean-up)

\_\_\_\_\_

\_\_\_\_\_

Preferred day(s) of week for reoccurring events

S M T W R F S

**Indoor Facilities**

**Activity/Function**

**Qty**

**Set-up/Comments**

Main/East/West	Basketball / Volleyball - Courts	_____	_____
North/South	Badminton / Soccer / Inline – Gym	_____	_____
Rms 119, 121, 128	Table Tennis / Movement	_____	_____
Racquet Court	Squash / Racquetball/Hand/Wally	_____	_____
Lambert Gym	Basketball / Volleyball (2hr min)	_____	_____
122 Conference Rm	_____	_____	_____

**Aquatics Center**

Competition Pool	25 yard lane	_____	_____
	50 meter lane	_____	_____
	Short Course Pool - 25 yd x 8 lanes	_____	_____
	Long Course Pool - 50 m x 8 lanes	_____	_____
Diving Well	Entire Well (2 hour minimum)	_____	_____

Lobby	_____	_____	_____
Balcony	_____	_____	_____
Class Room	_____	_____	_____

**Outdoor Facilities**

Soccer	_____	_____	_____
Football	_____	_____	_____
Softball Field	_____	_____	_____
Basketball Court	_____	_____	_____
Sand Volleyball	_____	_____	_____
Vawter Field	_____	_____	_____
Pickett Park Pods	_____	_____	_____

**Additional Equipment Requested** \_\_\_\_\_

**Reservation Policies**

1. A reservation request can be made by a recognized student organization, a university department, or a group of students, faculty, or staff. Student rates apply to events that involve exclusively Purdue University students. Faculty rates apply to events that involve exclusively Purdue community participants. Additional information can be obtained at [www.purdue.edu/recsports](http://www.purdue.edu/recsports).
2. Reservation requests submitted by groups outside the Purdue community will be considered pending availability.
3. A completed reservation form should be submitted a **minimum of two weeks** in advance in order to receive full consideration. Other requests will be considered as space and time allows. **All requests must be received 1 full business day in advance of date requested. Weekend requests must be received no later than 5pm on the Thursday before weekend requested.**
4. Recognized **student organizations must file** a Dean of Students Office **Event Planning form**.
5. The event sponsor (or his/her designee) will be on site throughout the reservation and will be held responsible for the conduct of all members of the group while using DRS facilities.
6. Staffing needs and associated costs will be determined by DRS staff.
7. The DRS reserves the right to require liability coverage from any group or individual.
8. The DRS reserves the right to alter staffing, regulate the continuation of participation, or cancel the event due to circumstances that may pose a hazard to the safety of the participants or to the condition of the facilities, including inclement weather. (Each group is expected to have a back-up plan in case event is canceled due to weather concerns.)
9. All participants must present a readable Purdue University ID, pay the daily admission fee and show proof of eligibility, or pay associated reservation fees for non-Purdue affiliated groups. Event sponsors are responsible for coordinating group admittance into DRS facilities and ensuring that participants stay in the designated area.
10. The event sponsor will be held financially responsible for all lost, stolen or damaged equipment.
11. All postings, field or floor markings must be approved in advance.
12. Participants must comply with State, University and DRS laws, rules and regulations. Persons misusing equipment or non-compliant to safety rules or instruction will be asked to leave the facility.
13. Purdue University prohibits the possession, consumption or distribution of alcohol.
14. Food and drink are restricted to designated areas inside the RSC and AQUA. Any request for event concessions must meet the approved guidelines established by Purdue University.
15. Commercial sponsorship and solicitation must be approved in advance. All vendors not affiliated with the organization must have separate rental contract with the DRS.
16. Smoking is prohibited in and within 30 feet of all University buildings.
17. Parking is extremely limited. Any special parking requests need to be arranged through University parking
18. Depending on the scope of the event, a non-refundable deposit or full payment may be required at the time of reservation.
19. Cancellations must be received in writing at least one week prior to the event in order for refunds to be considered.
20. Any group expecting to reserve or rent facility space is required to turn in an event plan along with all details including a diagram of the set-up.

As the representative for the group and event requested on this form, I assume responsibility for the adherence to the regulations and policies pertaining to Division of Recreational Sports Facility Reservation. I also will play an active role in the planning and supervision of the event and will assume financial responsibility for fees assessed for this event and enter agreement as of the following:



\_\_\_\_\_   
 Group Representative Signature

\_\_\_\_\_   
 Date

*For Office Use*

Space	Fees	Staffing	Fees
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	Sub-total	\$ _____
_____	_____	Set-Up/Damages/Rental Equip	_____
_____	_____	_____	\$ _____
_____	_____	Sub-total	\$ _____
_____	_____	Total	\$ _____
Contract # _____	Bus Office _____	Deposit	\$ _____
Sched. Elec _____	Billed _____		

**Copies**

Customer \_\_\_\_\_ Equip Ctr. \_\_\_\_\_ Custodial \_\_\_\_\_ Other \_\_\_\_\_