

**CENTRAL MICHIGAN UNIVERSITY
UNIVERSITY RECREATION – STUDENT ACTIVITY CENTER
SPACE REQUEST / AGREEMENT FORM**

This facility request form does NOT guarantee that the dates and times requested are reserved. The Coordinator of Facilities will confirm requests upon approval. Arrangements for the fee payment, entrance to the building and other considerations must be made **ten business days prior** to usage. Please contact the Coordinator of Facilities at 989-774-3686 or fax at 989-774-7722 or email wislcl@cmich.edu.

**YOUR REQUEST IS NOT SCHEDULED UNTIL YOU HAVE RECEIVED CONFIRMATION
ALL AREAS MUST BE FILLED OUT IN ORDER TO BE CONSIDERED**

Person Responsible: _____

Sponsoring Organization / CMU Dept: _____ CMU Cost Center #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Name of Activity or Event: _____

Room Request: (Please Circle All Areas that Apply)

Classroom 102	Classroom 103	Classroom 121	Bowling Center	SAC Main Concourse
MAC 1	MAC 2	Billiard Tables	Large Sports Forum	Small Sports Forum
Racquetball Courts	Wallyball Courts	Display Case	Rose 125	Rose 125
NIRSA	Alumni	SAC Pool	Rose Pool	

Other: _____

Estimated Number of Participants: _____

AV/Tech Equipment Requested (Please Circle): Overhead Podium Television VCR

Room Setup (Please Circle): Classroom Theatre "U" Shape Tables (#): _____ Chairs (#): _____

NOTE: ORGANIZATIONS USING A CLASSROOM OR MEETING ROOM FACILITY MUST RETURN SEATING TO THE ORIGINAL POSITIONS. IF COMPLAINTS ARE RECEIVED, YOUR ORGANIZATION MAY FORFEIT FURTHER FACILITY PRIVILEGES.

Check here if this request is for the entire semester

(Start and end dates for the semester, as well as breaks and building closures will need to be considered)

Please write in dates and times and circle the day of the week requesting.

Date: / /	Day of Week: M T W Th F St Sn	From: _____:	To: _____:
Date: / /	Day of Week: M T W Th F St Sn	From: _____:	To: _____:
Date: / /	Day of Week: M T W Th F St Sn	From: _____:	To: _____:
Date: / /	Day of Week: M T W Th F St Sn	From: _____:	To: _____:
Date: / /	Day of Week: M T W Th F St Sn	From: _____:	To: _____:

_____ Signature of Requestor	_____ Date
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UNIVERSITY RECREATION RESERVATION POLICY

- Room reservations should be made at least one week in advance for meetings and two weeks in advance for larger events that will be utilizing more than one area of the facility.
- University Recreation requests a 48 hour notification of cancellation. If an organization/department fails to give proper notification, the department may be unable to use the facilities in the future or be charged for staffing costs. Cancellations must be sent to the Coordinator of Facilities by phone or email.
- If there are specific AV needs or setups, the Coordinator of Facilities is available up to one day in advance for training assistance. It is the requestor's responsibility to arrange a time prior to the event for instruction. University Recreation staff are not available to operate audio-visual equipment for events. University Recreation will not be responsible for any charges incurred. If your event needs assistance with specific AV equipment needs, it is suggested you call University Events at 774-3355.
- Changes or additions made to the original request affecting the reserved space should be communicated to the Coordinator of Facilities **48 hours prior to the event**.
- The Coordinator of Facilities will post general room signage. Additional signage is the responsibility of the requestor.
- Tape, glue, tacks or nails are prohibited on the walls. Open flame candles are not allowed. Helium balloons are not allowed.
- Each reservation will be confirmed with an approved copy of your request via fax or email. At that time, your event and space is officially approved.
- An insurance binder may be required by your agency depending on the event. Groups may also be asked to have participants complete informed consent waivers in order to use the facility.
- Non-university groups requesting facility reservations require a usage fee in order to reserve a facility. University groups requesting facility reservations require a usage fee for staffing some areas in the facility; for example, swimming pools and the bowling center.
- All groups using University space are expected to adhere to the laws of the State of Michigan, all local and federal laws and general policies, regulations, and guidelines of University Recreation and Central Michigan University. Failure to comply with these regulations may result in forfeiture of privileges utilizing University facilities.
- The requestor is expected to leave the room in the same condition in which it was found. Food and beverages are to be removed upon the completion of the meeting by Dining Services or the group using the facility. Failure to do so may result in denial of future privileges. Food or drink is not allowed in the Large and Small Sport Forums, MAC 1 and 2. All food arrangements for other rooms should be made directly with Dining Services (or an outside catering service). However, these arrangements must be approved through the Coordinator of Facilities.
- Rooms are reserved in the order in which requests are received. Consideration will be given based on the size of the group, needs of the group and space available. University Recreation provides meeting space when appropriate, but assumes no responsibility for the success of scheduled meeting(s)/event(s).

CMU (AA/EO institution) encourages diversity and resolves to provide equal opportunity regardless of race, gender, disability, sexual orientation or other irrelevant criteria. The University, as a public agency supported by public revenues, maintains a posture of institutional neutrality with respect to this event.

Organizations or individuals with outstanding balances will not be allowed to reserve facilities.

I understand and will adhere to these policies and regulations. I understand I am the responsible party for reservation(s) and event(s) that take place. I know that failure to do so may cause me to lose future usage of facilities and possibly incur justified fees.

Signature of Requestor

Date