

**Central Michigan University
University Recreation
Outdoor Facilities Request Form**

PLEASE PRINT:

Sponsoring Organization: _____

Name of Event Organizer: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ Email Address: _____

Proposed Date(s) and Times

Date: ____/____/____	Start time: ____:____ AM/PM	End time: ____:____ AM/PM
Date: ____/____/____	Start time: ____:____ AM/PM	End time: ____:____ AM/PM
Date: ____/____/____	Start time: ____:____ AM/PM	End time: ____:____ AM/PM
Date: ____/____/____	Start time: ____:____ AM/PM	End time: ____:____ AM/PM

Name of Function: _____ Estimated Attendance: _____

Which fields/facilities are you requesting? (Please indicate number of fields being requested)

- Soccer Field(s) ____
 Flag Football Field(s) ____
 Softball Field(s) ____
 Outdoor Complex (restrooms)
 Rugby/Lacrosse Field
 Disc Golf Course

Outdoor Sports Field rental rates (Restroom usage for the Outdoor Complex is included in this fee.)

- University Departments & RSO's will pay field preparation charges & any supervisory charges necessary to utilizing the facilities for their event. (Charges will be determined by URec) RSO's with outstanding balances or on probation will not be allowed to reserve facilities.
- For non-university groups: \$40 per field, per game \$50 per field per game, w/lights

Disc Golf rental rates

- University Departments & RSO's will pay preparation charges & any supervisory charges necessary to utilizing the facilities for their event. (Charges will be determined by URec)
- University Departments and RSO's who utilize the course for fund raising purposes will be charged \$150 fee.
- The course will not be closed to non event participants
- Non-university groups will be charged \$250 per 4 hour time block for use of the disc golf course in addition to any supervisory or preparation charges.

All non-university, a 50% deposit is required based upon contract estimate. If facilities are returned in the same condition as prior to use and if the facilities are left in the same condition as prior to event, the deposit fee will be returned or applied to final balance. Deposits are non-refundable should the group cancel.

I have read and will comply with the "FACILITY RATES / USAGE CONDITIONS AGREEMENT" as stated and provided. I understand that all requests must be approved before the reservation process is completed. I understand that the facility has a NO ALCOLHOL allowed policy.

Requested by: (print) _____ Signature: _____ Date: ____/____/____

Return this form to the Associate Director of Programs – 200 SAC, Mount Pleasant, MI 48859

FOR OFFICE USE ONLY

RSO/Campus Department:	YES	NO	Cost Center _____
Approved by URec Staff: _____	Date: _____	Contract Send: ____/____/____	
Deposit: \$ _____	Received Insurance Binder: YES	NO	N/A

FACILITY POLICY & USAGE CONDITIONS AGREEMENT

Stipulations of Agreement

1. Facility preference will be given on a first come, first serve basis.
2. All space reservations and fees will be agreed upon in advance between both parties and a space agreement will be signed.
3. The user understands that during the term of the space agreement, other events may be held in other areas or fields. The user is to conduct the event so it does not interfere with these other events.
4. Participants are expected to be courteous to other users and to follow the rules of the complex as instructed by URec staff. Users, who engage in hazardous behavior or actions that might damage equipment, facilities, or injure others, may be evicted and/or the group may lose their privileges. No refund or return of money will be given.
5. The university accepts no liability for property damage/injury to the person in connection with an event, unless the injury/damage is caused by the negligence of the university or its representatives.
6. The user shall not assign or transfer the facility use agreement or sublet a portion without the written consent of the university.
7. The user understands that URec staff shall have ultimate responsibility when directing times of play. When fields are affected by rain, wet grounds or other weather conditions, safe playing conditions will be determined by the URec staff member on duty and shall have final decision making authority.
8. Rain dates, if desired, for any agreed upon tournament must be established under a separate agreement.
9. All games must be completed and the complex area vacated by 10 PM.
10. The reserving party shall not charge for parking and admission spectator fees.
11. Food service/Concession arrangements must be made in advance with the approval of the Associate Director of Programming. Armark has the first right of refusal. Should Armark refuse, there will be a concession fee of \$500.
12. Groups are responsible for obtaining permission to sell commercial items with the University. Application for a permit for Commercial Solicitation and Sales must be filed NOT LESS THAN FIVE (5) working days prior to start of the activity. Detailed information will be sent to you via Email upon submitting this Solicitation/Fund-Raising Petition Form. The Solicitation/Fund-Raising Petition can be obtained at www.purchasing.cmich.edu/. University Recreation will collect payment.

Reservation Fees

1. The rental rates do not include equipment usage, however proper arrangements must be made in advance at time of request.
2. Deposits are non-refundable should the event be cancelled.
3. Personnel costs when complex is not already being used (additional supervisors and officials for example), will be an additional cost, and will vary depending on the type and length of event. A representative of URec will determine these personnel costs.

Cleanup/Maintenance

1. Groups/individuals will be charged for cleaning if the complex or fields are not left in the same condition as prior to occupancy. The group will also be charged for any damaged, stolen, or broken equipment.
2. The university's equipment, tools, or furnishings located on or about the described facility space may not be used without seeking and receiving approval.

WHEN APPROVED, PLEASE RETAIN THIS RESERVATION FORM AND HAVE IT AVAILABLE FOR PROOF OF FACILITY USAGE.

CMU (AA/EO institution) encourages diversity, and resolves to provide equal opportunity regardless of race, sex, 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.