

**FACILITY REQUEST FORM
MEYER WELLNESS AND CENTER**

Complete this form and submit it to the Director's Office in the Meyer Center.

Facility Requested: Please check

IM Courts(3) or Commerce/Kemper Court(South), Wilmoth Court(Center) Teters Court(North)

Running Track Climbing Wall Swimming Pool Racquetball Courts

*Rental prices for Non SBU groups are available in Director's office.

Name of Organization _____ SBU Org. Non SBU Org.

Date of Event(s) ___/___/___ to ___/___/___ Time Requested; Beginning _____ Ending _____

Description of Event _____ Number of Attendees _____

Set up Needs _____

Requestor _____ Telephone Number
Work _____ Home _____

Address _____ City _____ State/Zip _____

Email _____

Signature of Department Head or Head of Organization: _____

The above organization agrees to the following terms:

1. The Facility, furnishings, and equipment, will be protected from misuse and abuse.
2. The Organization will return the Facility to its original setting and properly dispose of all trash.
3. The Organization will reimburse SBU for any additional housekeeping cost resulting from usage, and/or damage to Facility, furnishings, or equipment.
4. Payment is to be made in advance by check to Southwest Baptist University.

Total Rental Cost: _____

Requestor Signature _____ Date _____

OFFICE

Request Received By _____ Date _____

Approved Not Approved, Reason _____

Directors Signature _____ Date _____

