



FACILITY REQUEST FORM

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

Facility Requested:

Rental prices for non-SBU groups are available in Director's Office.

All Courts (3)

OR Commerce/Kemper Ct (South) Wilmoth Ct (Center) Teters Ct (North)

Running Track Climbing Wall Swimming Pool Racquetball Courts

Name of Organization _____ SBU Org. Non SBU Org.

Event info:

Date(s)	Time(s)

Description: _____ Number of Attendees: _____

Event Needs:

Requestor Info

Name: _____

Work phone: _____ Home phone: _____

Address: _____

City: _____ State/Zip: _____

Email: _____

Signature of Head of Organization/Department:

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 USE ONLY

Request Received By: _____ Date: _____

Approved

Not approved, reason: _____

Directors Signature: _____ Date: _____

