## **FACILITY REQUEST FORM**

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

Facility Requested:

Renta	al prices for non-SBU	groups are availab	le in Director's Off	ice.				
	All Courts (3)							
OR	Commerce/Ker	Wilmoth Ct (Center)		Teters Ct (North)				
	Running Track	Climbing Wall	Swimming F	Pool	Raco	quetball Courts		
Name	e of Organization			SBU	Org.	Non SBU Org		
Eve	ent info:							
	Date(	s)		Time(s)				
Description:				Number of Attendees:				
Even	t Needs:							
Ren	uestor Info							
•	e:							
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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 eq	quipment, 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 usage, and/or damage to Facility,	SBU for any additional housekeeping cost resulting from furnishings, or equipment.						
4. Payment is to be made in advar	nce 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:						

## **Multiple Facilities Request Grid**

Mark the hours of use in each area listed below.

Date requested	IM Courts (3)	Commerce/ Kemper Court (South)	Willmoth Court (Center)	Teters Court (North)	Running Track (SBU Only)	Rock Wall	Swimming Pool	Racquetball Courts
Example: 12/29/04	8-12 a.m.	1-3 p.m., 5-7 p.m.				6-8 p.m.	1-3 p.m.	