



DEPARTMENT OF CAMPUS RECREATION FACILITY RESERVATION APPLICATION FORM

This form must be completed and returned NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT. Please note that the completion of this application does not guarantee approval. Applicants may return the completed form to the Campus Recreation Administrative Offices located directly across from the FAU Arena.

Date Submitted: _____

Event Date: _____

Applicant Name: _____

Name of Group/Organization: _____

Contact Name (if different from applicant name): _____

Contact Email: _____

Contact Phone: _____

Beginning Time (include set-up time): _____

Ending Time (include clean-up): _____

Estimate FAU Attendance: _____

Estimated Non-FAU Attendance: _____

Access fees may be assessed for all non-FAU Attendees

Estimated Total Attendance: _____

Will food & drinks be served? Yes No

Will alcohol be served? Yes No

Will donations or fees be collected? Yes No

Do you intend to put up a tent? Yes No

Will you post banners or advertisements? Yes No

Will you sell merchandise? Yes No

Please describe any additional equipment or services you want. (field markings, lighting, tables, chairs, etc.)

Please describe the purpose of your event and need for using FAU Campus Recreation facilities.

FACILITY RATES: Please mark the appropriate facility you wish to reserve

Track & Field Complex (Field Only)

- Student Organization No Charge
- FAU Group \$25.00 per hour
- Non-Profit \$60.00 per hour
- Commercial \$90.00 per hour

Henderson Fields (Single Field)

- Student Organization No Charge
- FAU Group \$20.00 per hour
- Non-Profit \$50.00 per hour
- Commercial \$75.00 per hour

Track & Field Complex (Track Only)

- Student Organization No Charge
- FAU Group \$25.00 per hour
- Non-Profit \$60.00 per hour
- Commercial \$90.00 per hour

Henderson Fields (Both Fields)

- Student Organization No Charge
- FAU Group \$40.00 per hour
- Non-Profit \$100.00 per hour
- Commercial \$150.00 per hour

Track & Field Complex (Entire Complex)

- Student Organization No Charge
- FAU Group \$50.00 per hour
- Non-Profit \$100.00 per hour
- Commercial \$200.00 per hour

Tennis Courts (Single Court)

- Student Organization No Charge
- FAU Group \$3.50 per hour
- Non-Profit \$7.00 per hour
- Commercial \$10.00 per hour

Outdoor Basketball Courts (Single Court)

- Student Organization No Charge
- FAU Group \$3.50 per hour
- Non-Profit \$7.00 per hour
- Commercial \$10.00 per hour

Tennis Courts (3 Courts)

- Student Organization No Charge
- FAU Group \$7.00 per hour
- Non-Profit \$14.00 per hour
- Commercial \$20.00 per hour

Outdoor Basketball Courts (2 Courts)

- Student Organization No Charge
- FAU Group \$7.00 per hour
- Non-Profit \$14.00 per hour
- Commercial \$20.00 per hour

Tennis Courts (6 Courts – Entire Complex)

- Student Organization No Charge
- FAU Group \$12.50 per hour
- Non-Profit \$28.00 per hour
- Commercial \$40.00 per hour

Outdoor Basketball Courts (4 Courts – Entire Complex)

- Student Organization No Charge
- FAU Group \$12.50 per hour
- Non-Profit \$28.00 per hour
- Commercial \$40.00 per hour

RENTAL AGREEMENT: Please initial next to each statement to indicate your informed consent

I understand that the Department of Campus Recreation has the right to modify or cancel all scheduled events **Initials:**_____

I understand that FAU has several exclusive vendor contracts pertaining to event operations. These contracts include but are not limited to food & beverage service and retail operations. Any request to utilize other service providers requires administrative approval. **Initials:**_____

I understand that student organizations and University departments are permitted to bring personal consumption quantities of non-perishable, pre-packaged food and beverages to their events as long as the total cost does not exceed \$100. **Initials:**_____

I understand any request for catering to be supplied by any vendor other than the University's contractor must be approved by both Business Services and Environmental Health & Safety. **Initials:**_____

I understand that all decorations and facility modifications must be approved by and coordinated with consent from Campus Recreation. Individuals and groups must assist the assigned Event Manager as needed with post-event clean-up. **Initials:**_____

I understand that any group not assigned an Event Manager will be charged a \$100 clean-up fee if the grounds require cleaning after the event. **Initials:**_____

I understand that all individuals and groups not affiliated with FAU must provide a certificate of event insurance before final approval can be authorized. Additionally, a separate Facility Use Agreement must be completed and returned to Campus Recreation and the FAU Office of Space Utilization and Analysis. **Initials:**_____

I understand that additional fees may be applied to events that require professional staff intervention. This includes weekend and evening on-call service. **Initials:**_____

I understand that requests for field lining, lighting, intentions to post banners/advertisements, intentions to sell food/drink or intentions to put up tents MUST be noted on this form. **Initials:**_____

I understand that if event cancellation becomes necessary, it is the responsibility of the individual/group to notify Campus Recreation no less than 48 hours before the event. Failure to do so will result in forfeiture of all paid event charges. **Initials:**_____

I understand that Campus Recreation will charge for staffing that is determined necessary for the event. **Initials:**_____

I must conduct a thorough inspection of the facility at least eight (8) hours prior to the event. If any safety hazards are present, Campus Recreation must be notified and the problem corrected or the scheduled event must be cancelled. **Initials:**_____

I understand a Facilities Use Agreement/Contract will be created using this information. An estimate of costs and event confirmation will be provided at that time. **Initials:**_____

I agree to be responsible for the opening and closing of the event at the above designated hours. Where required, I will provide proof of student organizational status and secure accepted advisors who shall consent to remain during the entire event. In addition, I acknowledge reading the preceding information and agree to observe all stated guidelines. I am familiar with all fees, policies, rules and regulations regarding the use of FAU Department of Campus Recreation facilities.

Signature of Applicant:_____

Date:_____

Please note that the completion of this application does not guarantee approval. Applicants may return the completed form to the Campus Recreation Administrative Offices located directly across from the FAU Arena or fax to 561.297.2421.