

Florida Atlantic University
Department of Campus Recreation
Facility Reservation Application Form

Office Use Only

- ☐ Event Information Completed
☐ Facility Rates Completed
☐ Rental Agreement Signed

Campus Rec Staff Member: _____

This form must be completed and returned NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT. Requests to use the Recreation and Fitness Center during peak hours must be received at least 15 BUSINESS DAYS PRIOR TO THE SCHEDULED. Please note that the completion of this application does not guarantee approval. Applicants must return the completed form to the Campus Recreation Administrative Offices located in the Recreation and Fitness Center Room 101.

Applicant Information

Last Name: _____ First Name: _____

Name of Group/Organization: _____

Contact Name (If different from name above): _____

Email Address: _____ Phone: _____

Event Information

Date Submitted: _____ Event Date: _____

Name of Event: _____

Event Start Time (include setup time): _____ AM/PM Event End Time (include clean up time): _____ AM/PM

Estimate FAU Attendance: _____ + Estimate Non-FAU Attendance: _____ = *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 the purpose of your event and need for using FAU Campus Recreation Facilities.

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

**Access fees may be assessed for all non-FAU Attendees*

Facility Rates. Please mark the appropriate facility you wish to reserve.

Outdoor Facilities**

Facility	Student Organization	FAU Group	Non-Profit	Private
Track and Field Complex (Field Only)	☐ \$0	☐ \$25.00/hr	☐ \$60.00/hr	☐ \$90.00/hr
Track and Field Complex (Track Only)	☐ \$0	☐ \$25.00/hr	☐ \$60.00/hr	☐ \$90.00/hr
Track and Field Complex (Entire Complex)	☐ \$0	☐ \$50.0/hr	☐ \$100.00/hr	☐ \$200.00/hr
Henderson Fields (Single Field)	☐ \$0	☐ \$20.00/hr	☐ \$50.00/hr	☐ \$75.00/hr
Henderson Fields (Both Fields)	☐ \$0	☐ \$40.00/hr	☐ \$100.00/hr	☐ \$150.00/hr
Tennis Courts (Single Court)	☐ \$0	☐ \$3.50/hr	☐ \$7.00/hr	☐ \$10.00/hr
Tennis Courts (3 Courts)	☐ \$0	☐ \$7.00/hr	☐ \$14.00/hr	☐ \$20.00/hr
Tennis Courts (6 Courts-Entire Complex)	☐ \$0	☐ \$12.50/hr	☐ \$28.00/hr	☐ \$40.00/hr
Outdoor Basketball Courts (Single Court)	☐ \$0	☐ \$3.50/hr	☐ \$7.00/hr	☐ \$10.00/hr
Outdoor Basketball Courts (2 Courts)	☐ \$0	☐ \$7.00/hr	☐ \$14.00/hr	☐ \$20.00/hr
Outdoor Basketball Courts (4 Courts-Entire Complex)	☐ \$0	☐ \$12.50/hr	☐ \$28.00/hr	☐ \$40.00/hr
Recreation and Fitness Center/Alumni Plaza***		☐	☐	☐
Jupiter Recreation Field(Single Field)	☐ \$0	☐ \$20.00/hr	☐ \$50.00/hr	☐ \$75.00/hr
Jupiter Tennis Court(Single Court)	☐ \$0	☐ \$3.50/hr	☐ \$7.00/hr	☐ \$10.00/hr
Jupiter Outdoor Basketball Court(Single Court)	☐ \$0	☐ \$3.50/hr	☐ \$7.00/hr	☐ \$10.00/hr

Recreation & Fitness Center*

Facility	Student Organization	FAU Group	Non-Profit	Private
Basketball Courts (One Court)	☐ \$0	☐ \$20.00/hr	☐ \$50.00/hr	☐ \$75.00/hr
Basketball Courts (2 Courts-Entire Gymnasium)	☐ \$0	☐ \$40.00/hr	☐ \$100.00/hr	☐ \$150.00/hr
MAC Gymnasium	☐ \$0	☐ \$40.00/hr	☐ \$100.00/hr	☐ \$150.00/hr
25M Lap Pool (3 Lanes)	☐ \$0	☐ \$60.00/hr	☐ \$80.00/hr	☐ \$100.00/hr
Leisure Pool	☐ \$0	☐ \$60.00/hr	☐ \$80.00/hr	☐ \$100.00/hr
Entire Pool/Pool Deck	☐ \$0	☐ \$120.00/hr	☐ \$160.00/hr	☐ \$200.00/hr

****Prices do not reflect direct costs associated with facility rentals (Lifeguards, Facility Staff, equipment, AV, etc.). Direct costs will be determined by the Coordinator, Reservations and Scheduling, or his or her designee.**

*****Must have additional approval by the Alumni Center.**

All Registered Student Organizations are charged for any labor deemed necessary for an event by the Coordinator of Reservations and Scheduling or if requested directly by the Registered Student Organization.

Registered Student Organizations are NOT charged for the rental of space UNLESS they are:

- 1. In a co-sponsorship with any entity other than a registered student organization.*
- 2. Charging a registration or admittance fee, selling tickets, or suggesting donations.*
- 3. Sponsoring an event that is open to non-FAU students, faculty, or staff.*

Hard Costs

Facility Staff	\$10.00/person/hr
Lifeguard	\$15.00/person/hr

Floor Cover	\$100.00/court/day
Portable Stereo	\$50.00/day
Table	\$5.00/each/day
Chair	\$1.00/each/day

Additional Costs

Facility Damages	TBD
Additional Cleaning	\$50.00/day

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.

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

Initials: _____

providers requires administrative approval.

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 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 (facility staff, lifeguards, etc.) that is determined necessary for the event. These costs will be determined by the Assistant Director of Operations, or his or her designee.

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 understand that I, and my guests, must adhere to all Campus Recreation policies and procedures.

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 completion of this application does not guarantee approval. Applicants may return the completed form to the Campus Recreation Administrative Office located in the Recreation and Fitness Center Room 101, or fax to 561-297-2421