

**Adelphi University**  
**Athletic & Recreation Facility Request Form**  
 (For internal/campus use only, not to be used for outside agencies/rentals)

**Return form to Woodruff Hall - Rm 240 or fax it to 877-4237 in order to begin processing the request.**  
 This form must be filled out completely and all information requested on the form must be provided. Event set up, equipment needs, etc. must be indicated at the time of booking the space.

**EVENT/ORGANIZATION**

<b>Org/Dept:</b>		<b>Today's Date:</b>	
<b>Event Title:</b>		<b>Event Date:</b>	
<b>Event Type (check one)</b> <input type="checkbox"/> Sports Special Event <input type="checkbox"/> Charity Fundraiser <input type="checkbox"/> Fitness Event <input type="checkbox"/> Workshop <input type="checkbox"/> Other: _____		<b>#Participants:</b> _____	
<b>Event Begin time:</b>	<b>End time:</b>	<b>Access time if needed earlier:</b>	
Person Making Request:	Ph:	Email:	
Adm./Staff in Charge:	Ph:	Email:	
Add'l Contact Person	Ph:	Email:	

**FACILITY**

<b><u>Center for Recreation and Sport:</u></b>				
<input type="checkbox"/> Atrium Lobby	<input type="checkbox"/> Mezzanine Lounge			
<input type="checkbox"/> Gymnasium #__ courts (East__ Main__ West__)				
<input type="checkbox"/> Indoor Track				
<input type="checkbox"/> Other: _____				
<b><u>Athletic/Recreational Fields:</u></b>				
<input type="checkbox"/> Motamed Field	<input type="checkbox"/> Practice Fld	<input type="checkbox"/> Baseball Fld	<input type="checkbox"/> Softball Fld	<input type="checkbox"/> Tennis Cts #__ cts
<input type="checkbox"/> Quad		<input type="checkbox"/> Lev. Lawn	<input type="checkbox"/> Other:	
<b><u>Woodruff Hall:</u></b>				
<input type="checkbox"/> Studio	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Racquetball/Sq Court	<input type="checkbox"/> Half Court Gym	

**EQUIPMENT**

<b>Equipment needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Im staff requested?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Waivers needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>List:</b> _____		
_____		
<b>Contact/notes:</b> _____		
_____		
_____		

**Schedule clearance/Approval:** \_\_\_\_\_

**Send event info to:**

Recreation Staff _____	Athletic Staff _____
Facilities _____	Public Safety _____
Other: _____	Other _____

**Office Use**

Booked (EMS) \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Email confirmation date: \_\_\_\_\_