Adelphi University Athletic & Recreation Facility and Equipment Request Form

(For internal use only, not to be used for outside groups/rentals)

Note: Check availability PRIOR to filling out this form. Call 877-4242 or stop by the Recreation office in Woodruff Hall, room 240.

Event Information

Org/dept:		Today's D	ate:	
Event Title:		Event Date:		
# of participants		If recurring event, list all dates:		
Event begin time End Time:		Access time if needed earlier		
Type of event: (ck one) \bigcirc Sports activity \bigcirc Charity Fundraiser \bigcirc Fitness activity \bigcirc Workshop				
Training/practice Social event Meeting Clinic Academic Class Other				
Person making request:		Phone:		Email:
Add'l contact person:	contact person:			Email:
Admin in charge:	Phone			Email:
Facility Space (Check one)				
Atrium lobby				
Gymnasium # Courts	(Indoor Track	_	Pool	Woodruff Studio
Motamed Field	Practice Field		Tennis Courts	Woodrum Stadio
Baseball Field	Softball Field		Other	
Quad	Flagpole Lawn		O Levermore Law	/n
Equipment/Staff/Event Planning				
Is equipment needed for your event: \(\) Yes \(\) No				
List equipment needed:				
Is staff needed for your event: : O Yes O No List staff needed:				
Do you need help with any aspect of planning your event/activity? : O Yes O No				
Are you planning to have food at your event? : O Yes O No (Note: this may not be allowed depending on the space)				
Do you need any other assistance such as AV/Aux services: Yes No				
Are waivers needed at your event? : Yes No				
Is this event open to guests outside of Adelphi? Yes No				
Office Use				
Notes:				
Schedule approval:				
Send copies to:				
Recreation		cs		
Facilities	_	Safety		
OCSI	Aux	,		
Other	Other			
Date Booked In EMS:	Status:		Email confi	rmation Date: