# Campus Recreation Center Facility Reservation Request

## 14 Day’s Notice May Be Required for Process

### Contact Information:

Name: ___________________________ Date: ___________________________

E-mail: ___________________________ Phone: ___________________________

Address: ___________________________

### Event Information:

Date(s) Requested: ________________ Time: ________________ Repetitive: ________________

Event: ___________________________ Organization: ___________________________

UAB Student Group: ______ UAB University Department: ______ External Group: ______

Number of Attendees: ______ Age Range: ______ Chaperones: ______

### Facility Area(s):

<table>
<thead>
<tr>
<th>Facility Area(s)</th>
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<th>Facility Area(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court One: ______ to ______</td>
<td>Studio One: ______ to ______</td>
<td>Leisure Pool: ______ to ______</td>
</tr>
<tr>
<td>Court Two: ______ to ______</td>
<td>Studio Two: ______ to ______</td>
<td>Lap Lanes: ______ to ______</td>
</tr>
<tr>
<td>Court Three: ______ to ______</td>
<td>Studio Four: ______ to ______</td>
<td>Wet Classroom: ______ to ______</td>
</tr>
<tr>
<td>Court Four: ______ to ______</td>
<td>Game Room: ______ to ______</td>
<td>Patio: ______ to ______</td>
</tr>
<tr>
<td>Center Court: ______ to ______</td>
<td>Classroom 150: ______ to ______</td>
<td>Campus Green: ______ to ______</td>
</tr>
<tr>
<td>Climbing Wall: ______ to ______</td>
<td>Room 220D: ______ to ______</td>
<td>Campus Green North: ______ to ______</td>
</tr>
<tr>
<td>Lobby: ______ to ______</td>
<td>Racquet Court: ______ to ______</td>
<td>Campus Green South: ______ to ______</td>
</tr>
</tbody>
</table>

### Equipment/Set-Up Needs:

- Soccer balls: ______
- Basketballs: ______
- Jerseys: ______
- Volleyballs: ______
- Tables: ______
- Chairs: ______
- TV/VCR: ______
- Sound System: ______
- Floor Tarps: ______
- Power Box: ______

Food Served: Yes: ______ No: ______

Entry Fee Charged: Yes: ______ No: ______

### Campus Recreation Center, Campus Green, & West Campus Field Contact:

Bethany Tolar, Coordinator of Reservations and Special Events :: btolar@uab.edu :: 205.996.4938
Rental Rules and Regulations

General Facility Policies

The Facility Supervisor has complete authority in the UAB Recreation Center. Facility damages or excessive cleaning fees related to a rental will be billed to the group or organization. Food and beverages are allowed in the Lobby Area, Patio and Classrooms only. Plastic water bottles (containing only water) with a lid or spout may be used in the activity areas. No coolers, folding chairs, tents or alcoholic beverages may be brought into the CRCT. All decorations should be taped on the windows or walls. Do not tape decorations from the ceiling tiles. Confetti, glitter, etc. can cause damage to the pool systems and are not permitted. Rental groups are responsible for any damage or vandalism to the Classroom. At the conclusion of the party, groups are expected to pick up and discard all trash and decorations. Pool parties must utilize the classroom for cake or presents at the end of their party, after swimming. In accordance with the CDC children under the age of five will not be permitted to use the spa. Children under the age of 15 must limit spa use to 15 minutes or less.

Initial:_____

Participant Disclaimer

The number of estimated participants must be submitted to the department of campus recreation at the time of the reservation if the number of participants that are present for the rental is significantly greater than the estimated number, the Facility Supervisor reserves the right to charge an additional $8 per person, or cancel the event with forfeit of deposit. Any Birthday Party groups may be required to supply an attendance sheet at least ten business days prior to the rental. Failure to do so may cause the department of campus recreation to cancel the reservation.

Initial:_____

Rental Disclaimer

All rentals may be required to submit a deposit equaling 20 percent of the final rental balance prior to the first day of the rental in order to confirm rental request. All rental groups with rental dates spanning multiple months may be required to submit payment at the end of each calendar month of the rental. All rental groups must submit final payment on the last day of their rental. All rental groups may be required to hire additional staff to manage group entry to the facility.

Initial:_____

I ACKNOWLEDGE THAT I HAVE READ, AND AGREE TO FOLLOW ALL RULES, REGULATIONS, AND DISCLAIMERS OF THE UAB CAMPUS RECREATION CENTER

Name: ___________________ Signed: ___________________ Date: ___________________