

USFSP Campus Recreation Space Reservation Request

This must be submitted a minimum of **15 business days** prior to the requested event date, but will not be accepted more than **90 days** (for USF Entities) or **180 days** (for Non-University Entities) in advance. Requests may take **up to 15 business days** to be processed. Events impacting University partners or other spaces on campus may need to complete an additional application.

Incomplete forms may experience a delay in the request process and may be returned and requested to resubmit

Date Submitted: _____

Contact Representative Information, main point of contact **Organization Type**

Name: _____ USFSP Student Organization: _____
Title: _____ USFSP Student Affairs: _____
Primary Phone Number: _____ USF University Department
Secondary Phone Number: _____ Department: _____
Fax Number: _____ Non-University/Community Entity
Email: _____ Federal ID#: _____

Billing Information, where all billing will be collected from

Organization/Dept. Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Fax Number: _____
Email: _____

Billing Preference

Invoice (option to pay by check or credit card)
 Tax Exempt (must provide copy of certificate)
Tax Exempt ID #: _____
 Interdepartmental Transfer (USF Entities Only):
Chart Field: Dept.- _____ Fund- _____
Prod.- _____ Init.- _____ GL Acct.- _____

Event Details

Name of Event (how you are marketing it): _____
Date(s): _____ Start Set Up Time: _____ Event Start Time: _____
_____ Event End Time: _____ Out of Space by: _____

Attendance

Total # of people expected: _____ How many are participants? _____
Students: _____ Will there be any spectators/guests? If so, how many: _____
Faculty/Staff: _____ What is the age range of participants? _____
Community Members: _____

Event Description, please provide all known details to ensure timely processing: _____

Facilities Requested

The Edge, COQ

- Multipurpose Room (75)
- Program/Conference Room (20)
- Lounge/Gaming Area (80)
- Outside West Deck
- Outdoor Pool and Pool Deck (99)

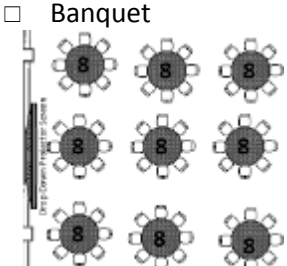
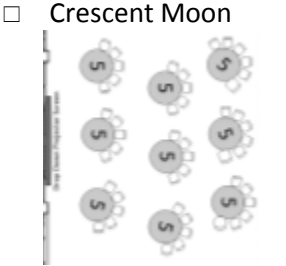
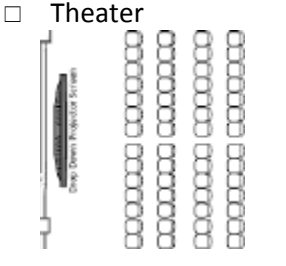
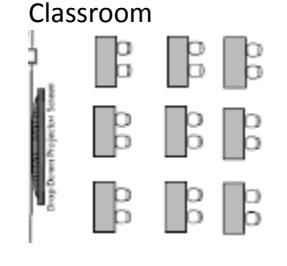
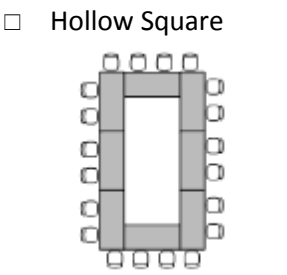
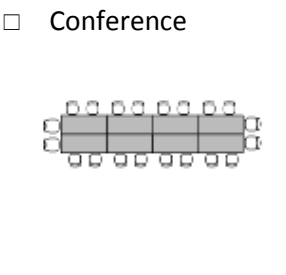
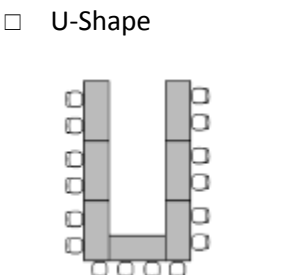
The Fitness Center, SLC

- Studio A (20)
- Studio B (20)

Outdoor Fields/Courts

- Sand Volleyball Courts
- Outdoor Basketball Courts
- Recreation Field

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| Set Up Request: | | | |
|---|--|--|--|
| <input type="checkbox"/> Banquet  | <input type="checkbox"/> Crescent Moon  | <input type="checkbox"/> Theater  | <input type="checkbox"/> Classroom  |
| <input type="checkbox"/> Hollow Square  | <input type="checkbox"/> Conference  | <input type="checkbox"/> U-Shape  | <input type="checkbox"/> Custom/Other: _____ _____ _____ _____ _____ |
| <input type="checkbox"/> Seating count: _____ | | | |

Furnishings Needed:

If any additional equipment is needed to be brought in or delivered an additional charge may correspond with those items. Items denoted with ** may be outsourced (if not available during your reservation) and may require fees.

- Chairs** _____
- Tables**
 - Rectangle _____
 - Round _____
 - Cocktail _____
- Staging**
- Podium**
- Tablecloths** _____

A/V Needs:

- Projector
- TV
- Access to an audio/stereo system
 - Wired microphone
 - Cordless microphone
- Laptop**
- HDMI Cord
- Portable Speakers**
- VGA Cord

Additional Info/Needs:

Sporting and/or gaming equipment: _____

Will food be served at your event? () Yes () No

- Catering through Sodexo () Yes () No
- Other: _____

Will alcohol be served at your event? () Yes () No

- Alcohol requests must be submitted a minimum of 2 weeks in advance to be approved.
- Alcohol cannot be served without prior approval.

Are parking services needed? () Yes () No

- USF permits are required and city/state permits per vehicle type.

If you have any other event needs or concerns please specify them: _____

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Associated Activities

Is there a cost issued to participants and/or guests?..... Yes No

If yes, how are you collecting the fees?..... Prior to the event, no money will be exchanged on site at the event.

Campus Recreation MAY require additional staffing due to the scope of event or amount/method of transaction

At the event, we will have representatives accepting fees prior to entry.

If yes, how much are you charging per person/team?..... Per person: \$ _____

Per team: \$ _____

Will you be awarding prizes? If so, please explain how participants would enter to win, how the winner will be selected, and what prizes are being awarded:

An email will be sent to the address listed above when the application is received and then a secondary email if/when the application has been approved. After approval is granted, a space usage agreement may be completed with appropriate insurance, unless otherwise noted, and accepted by both parties prior to the reservation. Campus Recreation reserves the right to deny requests if not received in a timely manner or lacking appropriate documentation. Forms will only be accepted via email to Benjamin Pazian at bpazian@usf.edu.

Signature: _____

Date: _____

Internal Use Only

Received: _____ Scheduled: _____ Lic. Agree Sent: _____

LSO Check: _____ Partners Notified: _____ Lic. Agree Rec: _____

AR Report: _____ Est. Sent: _____ Invoiced: _____

Insurance App: _____ Est. Approved: _____ Balance Cleared: _____