

**FACILITY RESERVATION FORM**  
**UNIVERSITY GROUP FUNCTION**  
**Sam Houston State University**  
**RECREATIONAL SPORTS**

Name of Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

Organizational Advisor \_\_\_\_\_ Phone \_\_\_\_\_

Name of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM End Time \_\_\_\_\_ AM/PM

**Facility(ies) Requested:**

Health & Kinesiology Center

Intramural Fields

Pools

\_\_\_\_ Basketball Courts \_\_\_\_ Qty.

\_\_\_\_ Field 1 \_\_\_\_ Lighted

\_\_\_\_ HKC Pool

\_\_\_\_ Volleyball Courts \_\_\_\_ Qty.

\_\_\_\_ Field 2 \_\_\_\_ Lighted

\_\_\_\_ Coliseum (see rates)

\_\_\_\_ Racquetball Courts \_\_\_\_ Qty.

\_\_\_\_ Field 3 \_\_\_\_ Lighted

\_\_\_\_ Indoor Track

\_\_\_\_ Multipurpose Room 1

Pritchett Lower Field \_\_\_\_ Lighted

\_\_\_\_ Multipurpose Room 2

Mc Adams Tennis Court \_\_\_\_ Qty.

\_\_\_\_ Multipurpose Room 3

Sand Volley Ball Courts \_\_\_\_ Lighted

Detailed Description of Events (including activities planned, anticipated attendees, etc.)

Detailed Description of Set-Up (including Time needed, tables, chairs, electronic equipment, etc.)

Equipment Requested \_\_\_\_\_

I have read and understand the reservation procedures and facility use policies and agree to comply with all written and posted policies of the Department of Recreational Sports, Sam Houston State University and the State of Texas.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY			
Date Received	_____	Facility Rate \$ _____ x _____ =	_____
Reservation Approved	_____	Additional fees \$ _____ =	_____
Reservation Denied	_____	_____ =	_____
		<b>TOTAL FEES =</b>	<b>\$ _____</b>
		<b>Deposit Received</b>	_____
		<b>Balance Received</b>	_____
Facility Manager	_____	Date	_____