Request for Use of Facilities/Grounds
Kansas State University: Recreational Services

THIS FORM MUST BE COMPLETED AND RETURNED NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT. PLEASE NOTE THAT COMPLETION OF THIS APPLICATION FORM DOES NOT GUARANTEE APPROVAL.

All required information and additional documentation (tax exemption paperwork, insurance policy, rental deposit, etc.) must accompany the return of this rental request form for reservation to be considered. Please read the Rental of Building & Playfields brochure for more details.

DATE SUBMITTED:

REQUESTING GROUP:
Group Name: ____________________________ University Affiliation: ____________________________
Address: ____________________________________________ (Street) (City/state) (Zip code)

GROUP REPRESENTATIVE (must be at least 18 years old):
Name: ____________________________ Position: ____________________________
Address: ____________________________________________ (Street) (City/state) (Zip code)
Phone: Home: ____________________________ Work: ____________________________
Cell: ____________________________ E-mail: ____________________________

TYPE OF ACTIVITY: (describe in detail)

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

REQUESTED RESERVATION INFORMATION (Please be specific and include any preparation and clean-up time needed):
Dates: ____________________________ ____________________________ ____________________________
Times: ____________________________ ____________________________ ____________________________

FACILITIES: (Please check box and include number of courts/fields needed)

INDOOR:
☐ Basketball Crts: _______ ☐ Combatives Room: _______
☐ Volleyball Crts: _______ ☐ Multipurpose Rm: Side: _______
☐ Raqt/Hball Crts: _______ ☐ Multipurpose Rm: Cntr: _______
☐ Other: _______ ☐ Table Tennis Room: _______

OUTDOOR:
☐ Play Fields: _______ ☐ Sand Volleyball Crts: _______
☐ Tennis Crts: _______ ☐ Other: _______

EQUIPMENT: Please list any equipment needed for reservation. Recreational Services policies will apply for any equipment requested and an equipment rental form will need to be filled out. For additional equipment available for rental, please refer to the General Recreation Complex Information brochure.

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

(Please Complete Reverse Side of Form)
Any additional set-up needed? Please indicate:


Number of participants at event: _______________________
Age of participants: _______________________
Who are participants (college student group, off-campus group, athletic camp, etc.)?


Please indicate if any of the following will occur during the rental:

Y  N

☐  ☐ Admission charged at event
☐  ☐ Sale of merchandise (T-shirts, clothing, etc.)
☐  ☐ Sale of concessions
☐  ☐ Sponsorship advertising

INSURANCE COVERAGE: (Non-university rental groups must provide proof of liability insurance coverage listing KSU as additionally insured with minimum limits of $1,000,000 Personal Injury Coverage per person and $50,000 Personal Property Coverage per occurrence for rental as described in the Rental brochure)
Company: ________________________________________
Policy #: _______________________________________

TAX EXEMPT NUMBER (if applicable): ____________________

Parking permits are required Monday-Friday, 7a.m. - 4p.m. at the Recreation Complex. Permits are available for purchase at KSU Parking Services, 108 Edwards Hall. Parking restrictions and fees are not included in above costs and must be established with KSU Parking Services (telephone 532-7275).

Notice of reservation cancellation must be made 2 business days in advance of scheduled rental for a full refund of the deposit. If notification of cancellation is not received 2 business days prior to the event, then reserving group shall be responsible for payment of the full rental cost as indicated on rental request form. No refunds will be issued for $15.00 or less as per Recreational Services policy.

Please return completed form and appropriate documents to the Recreational Services office when completed. After approval of rental request, a Rental Agreement will be printed and needs to be signed by the appropriate requesting party.