



**UNIVERSITY OF ROCHESTER
DEPARTMENT OF ATHLETICS & RECREATION**

FACILITY RESERVATION REQUEST

This is only a request for space and not a confirmed reservation. By requesting space within the River Campus Sports Complex, you are subject to all the rules and regulations of the Department of Athletics & Recreation Policies. If you are unfamiliar with these policies, feel free to request a copy from the reservationist.

Facility Request Due Dates

Fall Semester
1st Monday in April

Spring Semester
1st Monday in
December

Summer Semester
1st Monday in May

First come, first served basis for reservations received after the due dates.

We reserve the right to cancel or reassign reservations for University-wide and intercollegiate events.

Assigned space is prioritized as follows:

- | | |
|---|------------------------------|
| 1. Intercollegiate (in-season contests/practices) | 5. Varsity Sport Fundraising |
| 2. Intercollegiate (non-traditional practices) | 6. Other Club Sports |
| 3. Intramural (in-season contests/practices) | 7. UR Groups |
| 4. Club Sports (A & R Club Sports) | 8. Non UR Groups |

Today's Date _____

PLEASE FILL OUT THIS FORM COMPLETELY IF YOU WOULD LIKE YOUR REQUEST TO BE CONSIDERED

Person Placing Reservation	Sponsoring Organization
Name:	Name:
Title:	Phone:
Phone #:	E-Mail:
Fax #	Contact:
E-mail Address:	Title:

Title of Event: _____

Date(s)/Time(s) of Event: _____

Type of Event:

- Home Contest
 Meeting
 Practice
 Concert/Speaker
 Fund Raiser
 Camp
 Special Event
 Other _____

Continued on the other side

Facilities Requested:

Fauver Stadium:

Turf	Track	Stands	Concourse
Press Box	Meliora Room	Pammenter Room	Training Room
Locker Room	Coach/Official Room	Fauver - ENTIRE	

Hajim Alumni Gym:

1 st Floor Lobby	Mezzanine Lobby	Classroom – 3 rd Floor	Fitness Center
Mac 1	Mac 2	Mac – ENTIRE	Locker Rooms

Fieldhouse:

Infield	Indoor Track	Batting Cage	Fieldhouse -ENTIRE
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Palestra:

Court	Stands	Lobby	Palestra - ENTIRE
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Goergen:

Pool	Diving Well	Locker Rooms	Pool - ENTIRE
Court A B C	Alumni Lounge	Kitchen	Hale Room
Aerobics Studio	Lobby	Lower Lobby	Goergen - ENTIRE

Tennis/Squash/Racquetball Courts:

Indoor Tennis 1	Indoor Tennis 2	Indoor Tennis 3	Indoor Tennis 4
Indoor Tennis – ALL	Racquetball Court 1	Racquetball 2	Squash 1
Squash 2	Squash 3	Squash 4	Squash 5
Squash – ALL	Outdoor Tennis 1	Outdoor Tennis 2	Outdoor Tennis 3
Outdoor Tennis 4	Outdoor Tennis 5	Outdoor Tennis 6	Outdoor Tennis - ALL

Outdoor Grass Fields:

Baseball Infield	Baseball Outfield	Baseball – ENTIRE	GLC Soccer
GLC Recreational	GLC – Softball	GLC Throwing Area	North Field
Goergen Grass			

Spurrier:

Gym	Dance Studio		
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<u>Admittance</u>	<u>Ticket Sales</u>	<input type="checkbox"/> Yes	<u>Estimated Attendance</u> _____
		<input type="checkbox"/> No	
<input type="checkbox"/> General Public	Price \$ _____		
<input type="checkbox"/> UR Only			

Part III – Services and Fees

Equipment

_____	_____	_____	_____
_____	_____	_____	_____

Notes/Comments
