



ATHLETIC/RECREATION FACILITY REQUEST FORM

University of Wisconsin – Whitewater

Reservation Type: Fall Semester Spring Semester Summer Event Only

Name of Group _____ Date of Request _____

Contact Person _____ Phone # _____

Email _____ Cell # _____

Address _____ City/State/Zip _____

Name of Activity/Event _____	Estimated # of People _____
Day/Date(s) _____ Time(s) _____	Facility Requested: _____
Day/Date(s) _____ Time(s) _____	Facility Requested: _____
Day/Date(s) _____ Time(s) _____	Facility Requested: _____
Day/Date(s) _____ Time(s) _____	Facility Requested: _____

Please place an (X) in all of the following boxes that apply:

Set-Up/Equipment Needs:

Chairs (no. _____) Tables (no. _____)

Bleachers (no. _____)

Sports Equipment (list): _____

Audio/Visual Equipment (list): _____

Other (list): _____

Personnel Needs:

Bldg. Supervisor (Hrs. _____)

Lifeguards (Hrs. _____)

Custodian(s) (Hrs. _____)

Food/Beverage:

Refreshments to be Served:
Describe _____

Concessions to be Sold:
Describe _____

Signature _____ Date _____
(Person responsible for Event)

*****DO NOT WRITE BELOW THIS LINE*****

YOU ARE CONFIRMED FOR THE FOLLOWING RESERVATION:

Day/Date(s) _____ Time(s) _____ Facility _____

Day/Date(s) _____ Time(s) _____ Facility _____

Day/Date(s) _____ Time(s) _____ Facility _____

Day/Date(s) _____ Time(s) _____ Facility _____

FOLLOWING ARE THE EXCLUSION DATES (Facilities NOT available and you ARE NOT reserved):

Day/Date(s) _____ Conflict _____

Day/Date(s) _____ Conflict _____

Day/Date(s) _____ Conflict _____

Day/Date(s) _____ Conflict _____

Cost Estimate
(This is NOT an Invoice – Please wait to be billed after the event)

Set-Up/Equipment (_____) = \$ _____

Personnel (_____) = \$ _____

Facility Use Fees (_____) = \$ _____

Other (_____) = \$ _____

TOTAL = \$ _____ or No Charge

Therese Kennedy
 Director of Recreation Sports & Facilities
 UW Whitewater - 100 Williams Center
 Whitewater, WI 53190
 (262) 472-1544
 Fax: (262) 472-1875
 Email: kennedyt@uww.edu

Approved By _____ Date _____

White – Facility User Yellow – Office