

**Florida International University Recreation Services
Sport Club Recreation Facility Request**

This form must be filed with the IM & Club Sport Coordinator at least 1 week prior to any event.

Club Name: _____

Requestor Name: _____ **Phone:** _____

Area Requested: _____

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

Time(s) Requested: _____

Type of Event: Practice _____ Contest _____ Special Event _____

Description of Event: _____

Do you require any special set-up preparation (i.e. field lining, nets set up)? Yes ____ No ____
If yes, please explain (and diagram on back if necessary): _____

How many people are expected? _____ **Non-FIU spectators?** _____

Will admission be charged? Yes ____ No ____

I understand that there is no guarantee this request will be approved. If approved, I understand that it is my responsibility to notify all users of proper facility use policies (including cancellation resulting from weather). I also understand that such facility use may require payment of rental or user fee, and that the Club is responsible for payment of said fees prior to approval and restitution for any damages due to unauthorized or improper use.

Club Representative (Print)

Signature

Date

Advisor Name (Print)

Signature

Date