

SIUE Campus Recreation

Reference Document for Campus Recreation Facility Scheduling

Office Use Only

Tentative	DATE	INITIALS	Confirmation # _____
Confirmed	DATE	INITIALS	
Canceled	DATE	INITIALS	
Diagram Rec'd	DATE	INITIALS	

Events must be requested a minimum of 14 days prior to the event. Requests which require security, building service workers, or maintenance must be submitted, approved, and confirmed 28 days prior to the event. Some events may need additional meetings prior to event confirmation. Please attach a diagram of the requested set up with your request if possible. Please adhere to the Health & Safety guidelines that are in effect at the time of the event.

Please print clearly and complete those sections on both the front and back pages of this application that apply to your event. (An event cost analysis worksheet may be required for events that involve costs/charges)

Event Title _____ Event Date ___/___/___
 Sponsoring Organization/Group _____ University Account # _____
 Fundraising Yes No
 What on/off campus organization(s) will receive some or all of the proceeds? _____
 Will there be a cost to get into the event? Yes No
 Event Setup Time _____ AM/PM Event Start Time _____ AM/PM
 Event End Time _____ AM/PM Break Down Time _____ AM/PM
 Estimated SIUE student attendance _____ Estimated Non-SIUE student attendance _____
 Main contact for this event and all correspondence from Campus Recreation related to this event:
 Name _____ Email _____ Phone _____
 Secondary Contact for this event and all correspondence from Campus Recreation related to this event:
 Name _____ Email _____ Phone _____
 Briefly describe the event _____

Space preference – indicate how many when applicable (Facility schedulers will make final decisions):

_____ SFC Activity Center Full Gym (2 Courts)	_____ VC Racquetball Courts
_____ SFC Activity Center Single Court	_____ VC Indoor Pool
_____ SFC Activity Center Catering Kitchen	_____ Rec Plex Pavilion
_____ Group Fitness B	_____ Rec Plex Softball Field
_____ VC Group Activity Room 1	_____ Rec Plex Football/Soccer Field
_____ SFC Court 4	Other – (Please specify) _____
_____ Climbing Gym (max of 15 people)	_____

All these spaces require a valid SIUE ID or SFC membership for each participant to access under typical conditions

Equipment/Setup Needs (event sponsor required to inquire, reserve & arrange applicable payments, etc.)

_____ Ice Chest # (max of 2, if available)	_____ Soccer Ball # (1, if available)
_____ Wiffle Ball/Bat (if available)	_____ Football/Football Flags (if available)
_____ Basketballs # _____ (max of 2 per court, if avail)	_____ Dodgeballs (bag of 6 if available)
_____ Volleyballs # _____ (max of 1 per court, if avail)	_____ Cornhole Set # _____ (max of 2, if avail.)

_____ Frisbee # _____ ((1), if avail.) _____ Tables (max of 20, if available)
 _____ *Wireless Scoreboard Controls (1 per court) _____ Folding Chairs # _____ (max of 120, if avail.)
 _____ Wireless Mic (1) _____ Scoreboard Flip Chart # _____ (max of 2, if avail.)
 _____ Futsal Ball (1) ***Must pay for a Staff Official**

Is set-up required? _____ Yes _____ No

Provide number of tables, chairs, trash cans, baskets, nets, lifeguards, etc. needed and a brief description of the layout _____

Will food be served? _____ Yes _____ No

If so, what format?

_____ Bring your own _____ Prepare your own on site

_____ SIUE Dining Services Outside Provide _____ Packaged items on-site

Describe any special grounds, facilities or room alterations, if needed _____

Do you anticipate guests with special needs or physical challenges? _____ Yes _____ No

If yes, explain _____

Utilities? _____ Yes _____ No

_____ Electrical Outlets _____ Extension Cord(s) _____ Sound System _____ Lighting

Equipment Delivery? _____ Yes _____ No Date ____/____/____ Time _____ am / pm

Drop Off Location _____

Equipment Pickup? _____ Yes _____ No Date ____/____/____ Time _____ am / pm

Pick Up Location _____

Name of Delivery Person / Company(s) _____

Phone Number _____

*Security _____ Yes _____ No

Number of officers _____ Paraprofessionals _____ Volunteers _____

***Security may be required for evening programs; dances & events where large numbers of people are expected or any event that includes non-SIUE student participants. Kimmel Leadership Center or Campus Recreation Personnel, in consultation with the SIUE Police, will make final decisions.**

Parking: The SFC/VC parking lot requires an SIUE Brown Lot Hang Tag or metered parking. Other SIUE hang tags are permitted after 3pm. Any special requests must be directed to Parking Services at 618-650- 3680.

Signatures of an Officer of the requesting organization, the Faculty Advisor and the Fiscal Officer of the organization must be provided below before submission of this application. Omission of any required signature will result in the application being considered incomplete and as such will not be considered for scheduling.

Please read before signing. The information submitted in this application is correct to my knowledge. I understand that Campus Recreation is not obligated to provide space or the specific location requested and will schedule the facility location that best serves the needs for this event based on the information provided here and the availability of space within the facilities in their care. I also understand that any costs incurred by this event, whether determined prior to or during the event, are the sole responsibility of our organization, its membership and representatives, as are the repair or replacement costs for any damages to persons or property associated with this event.

_____	_____	_____/_____/_____
Signature of Organization Officer	Print Your Name	Date
_____	_____	_____/_____/_____
Signature of Faculty or Staff Advisor	Print Your Name	Date
_____	_____	_____/_____/_____
Signature of Fiscal Officer	Print Your Name	Date

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Verification of Organization Status/Funds

Signature of CREC Staff

_____/_____/_____

Date

SIUE Campus Recreation Costs for Student Organizations & University Groups Worksheet

(Optional – use as needed/helpful)

Important Notice: All direct costs will be assessed per hour or any part of any hour, for any facility open other than normal operating hours. If it is determined departmental personnel are needed to supervise an event there may be a fee of \$17.50/hr., or part of any hour, per person assigned to work the event as well.

Work with Campus Recreation Event/Reservation Staff to determine any applicable facility rental charges.

Hourly Rates for Personnel– Any part of an hour will be billed as the full hour

Campus Recreation

1.	Lifeguard	\$17.50/hr.
2.	Facility Supervisor	\$17.50/hr.
3.	Event/Activity Supervisor	\$17.50/hr.
4.	Student Worker	\$17.50/hr.
5.	Sports Official	\$17.50/hr.
6.	Group Fitness Instructor	Varies: \$17.50-\$27/hr.

University Facilities Management (Inquire with FM for current rates)

1.	Building Service Worker(s)	Yes ___ No ___	Time _____	Cost _____
2.	Student Custodian(s)	Yes ___ No ___	Time _____	Cost _____
3.	Operating Engineer(s)	Yes ___ No ___	Time _____	Cost _____
4.	Grounds Worker(s)	Yes ___ No ___	Time _____	Cost _____
5.	Electrical Technician(s)	Yes ___ No ___	Time _____	Cost _____

Outside of Normal Operating Hours

Operating any facilities outside of normal operating hours are those that occur before/after a facility's normal operating hours. These require that all direct charges during these times must will be applied.

Set-Up & Clean-up Fees

1.	Tables and Chairs (1 to 2 tables & up to 4 chairs)	No Charge
2.	Tables and Chairs (more than 2 tables & 4 chairs)	Charges May Apply
3.	Typical Sport Equipment Set-up (during regular hours)	No Charge
4.	Atypical Sport Equipment Set-up or outside normal hours	Charges May Apply
5.	Facility areas that are not cleaned up appropriately after an event	Charges Apply

SIUE Campus Recreation - Event Cost Worksheet

(Optional – use as needed/helpful)

Use the rental fees, service fees and hourly wage rates to calculate the estimated cost of your event using this Worksheet. Sufficient funds to cover all anticipated costs must be available in your account prior to the event.

Cost of Venue

Location _____	cost/hr./day _____	x _____	hrs./days= _____
Location _____	cost/hr./day _____	x _____	hrs./days= _____
Location _____	cost/hr./day _____	x _____	hrs./days= _____
Location _____	cost/hr./day _____	x _____	hrs./days= _____

Cost of Staffing

Staff Title _____	x number of staff = _____	x cost/hr. _____	x hrs. = _____
Staff Title _____	x number of staff = _____	x cost/hr. _____	x hrs. = _____
Staff Title _____	x number of staff = _____	x cost/hr. _____	x hrs. = _____
Staff Title _____	x number of staff = _____	x cost/hr. _____	x hrs. = _____
Staff Title _____	x number of staff = _____	x cost/hr. _____	x hrs. = _____
Staff Title _____	x number of staff = _____	x cost/hr. _____	x hrs. = _____

Set-up Fees	_____
Clean-up Fees	_____
Security	_____
Personnel	_____
Food	_____
Equipment Rental	_____
Miscellaneous	_____

Total Expenses _____

Potential Event Revenue Sources

Ticket Sales	_____
Admission Charge	_____
Entry Fees	_____

Total Revenue _____