Recreational Facility Request Form

Request must be submitted no later than
21 working days prior to the event.

Note: Acceptance of this request for use of the facility **does not** constitute approval.

Name of Individual
Making Request: _____ Date of Request: _____

Local Address: _____ Email: _____ Phone Number: _____

IUP Group/Organization: _____

Advisor's Name: _____ Advisor's Phone: _____ Advisor's Email: _____

Advisor's Signature _____

Purpose of Event: _____

Date(s) of Event: _____ Time of Event: _____
Start End

Facility Requested (If additional time is needed for setup be sure to include in your request)

Zink Hall: _____ Gym A _____ Gym B **South Campus:** _____ Club Field
_____ Lepley Natatorium

Estimated number of people attending: _____

Is event open to (circle one): Public IUP Students Your Organization

Request for Equipment at Event: _____

_____

Set up Request for Event (describe set up or attach a diagram for set up):_____

_____

_____

Once this form has been approved, your organization will be required to contact Leroy King with custodial/maintenance services. He will assist you with your setup needs and will provide you with a cost estimate. Your event may be cancelled if contact with Leroy King is not made fourteen (14) days prior to the event. Leroy King can be contacted at elk@iup.edu.

A Safety Planning form must also be completed. This form can be found at IUP Safety Planning Form for Campus Events.

Signature: _____ Date: _____

Print form, sign, date, and submit to the front desk of the Center for Health and Well-Being on the ground floor of the Suites on Maple-East. You can anticipate notice of approval/denial within seven days of receipt of this form by our office.

Office Use Only:
This form should be scanned and emailed to Leroy King, the individual making request, the advisor, and Jim Watta.

_____ Approved _____ Denied

Signature: _____ Date: _____