

(Return form to [belz@colorado.edu](mailto:belz@colorado.edu) or CU Rec Center Main Office)

## FACILITY REQUEST FOR FIELDS AND RECREATION AREAS



### Basic Event Information

Today's Date: \_\_\_\_\_ Date Received at Rec: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

(Final signature approvals for event should be completed 7 days prior to event)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set up Start Time: \_\_\_\_\_ Clean Up/End Time: \_\_\_\_\_

University Sponsor/ Student Group Name: \_\_\_\_\_ CB: \_\_\_\_\_

Name of Event Promoter (if applicable) \_\_\_\_\_

Requested Location: \_\_\_\_\_

Alternate Location: \_\_\_\_\_

Rain Location : \_\_\_\_\_

### Contact Information

Person Responsible: \_\_\_\_\_ Title \_\_\_\_\_

e-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Other Sponsoring Groups: \_\_\_\_\_

Other Contacts: \_\_\_\_\_

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Estimated Number of Participants: \_\_\_\_\_

Event Name: \_\_\_\_\_

### Food

Is food being served? (If <b>NO</b> please move onto next section)	YES	NO
By UMC Catering?	YES	NO
By outside licensed vendor?	YES	NO
(If yes who) _____		
With established servers or volunteers? _____		

\*Health and sanitation rules will need to be followed- document provided by EH&S

### Alcohol (\*Serving alcohol on campus requires additional paperwork and authorization)

Is alcohol being served?	YES	NO
Will alcohol be sold?	YES	NO

### Money and Ticketing

Is the event free and open to the public?	YES	NO
Is Money being collected (donations or silent auction)	YES	NO
Is there a ticketing process in place (crowd control)	YES	NO

### Rental Equipment (These require a site survey with client; FAC MAN, Rental Company and event planner)

Tables and chairs?	YES	NO
Any ground penetration (stakes, signs, structures)	YES	NO
Tents?	YES	NO
AV or staging?	YES	NO
Potta Potties	YES	NO
Set-up time? _____ Break down time? _____		

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

(\*Monetary Penalty for early set up or late removal of equipment)

### Trash Service (Each group is responsible for cleaning up the area after the event. With more than 100 guests in attendance group is requires to arrange for additional trash and recycling containers)

Food and beverages being served?	YES	NO
In compostable or recycled containers?	YES	NO
Pamphlets and/or giveaways being distributed?	YES	NO
Cardboard from vendors/or catering operation?	YES	NO

### Parking Services (This is assessed by a case by case basis with several factors taken in account- time of event, number of expected guests from outside of campus, type of event, and other events on campus at the same time of event)

Parking Requested?	YES	NO
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Event Name: \_\_\_\_\_

**Security** (This is assessed by a case- by case- basis, with several factors taken in account- time of event, type of event, number of expected guests, crowd type (all students versus families or community), other events on campus at the same time of event)

Security Needed? YES NO

**Amplified Sound** (Must follow CUUF guidelines for amplified sound. Please contact surrounding building proctors as courtesy to inform them of the event)

Amplified Sound? YES NO

**Description of Event:**

(Brief description of event - CU sponsored, CEB sponsored, cultural, non-profit. Include a diagram of the set up that you plan to use -what is going where. Please include any other information that you think is pertinent for your proposal. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.)

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