



The University of Texas at Austin
 Division of Recreational Sports
FACILITY REQUEST FORM

Date Submitted: _____

SUBMIT TO: GRE 2.202 • Phone 471-6045 • Fax 232-4286 • Email facilities@utrecsports.org • Campus Mail D7500

GENERAL INFORMATION

Organization/Department: _____
 Event Title: _____
 Description: _____
 Authorized Representative: _____ Telephone: _____
 Email Address: _____ UT EID: _____
 Event Coordinator: _____ Telephone: _____
 Email Address: _____ UT EID: _____

FACILITIES REQUESTED (Check all that apply. Indicate order of preference if applicable.)

Anna Hiss Gym	<input type="checkbox"/>	Room 133 (Gym)	<input type="checkbox"/>	Room 136 (Multipurpose)
	<input type="checkbox"/>	Room 135 (Gym)	<input type="checkbox"/>	Courtyard

Bellmont Hall	<input type="checkbox"/>	Room 302 (Fencing/Multipurpose)	<input type="checkbox"/>	Room 904 (Martial Arts)
	<input type="checkbox"/>	Room 502A (Dance)	<input type="checkbox"/>	Squash (# of courts: ___)

Clark Field	<input type="checkbox"/>	Basketball (# of courts: ___)
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Gregory Gym	<input type="checkbox"/>	Aerobics Room (North or South)	<input type="checkbox"/>	Classroom
	<input type="checkbox"/>	Annex	<input type="checkbox"/>	Concourse
	<input type="checkbox"/>	Basketball (# of courts: ___)	<input type="checkbox"/>	Games Room
	<input type="checkbox"/>	Volleyball (# of courts: ___)	<input type="checkbox"/>	Kitchen
	<input type="checkbox"/>	Other	<input type="checkbox"/>	Handball (# of courts: ___)
	<input type="checkbox"/>	Arena	<input type="checkbox"/>	Racquetball (# of courts: ___)
	<input type="checkbox"/>	Basketball (# of courts: ___)	<input type="checkbox"/>	Squash (# of courts: ___)
	<input type="checkbox"/>	Volleyball (# of courts: ___)	<input type="checkbox"/>	Stage
	<input type="checkbox"/>	Other		

Gregory Gym Aquatic Complex	<input type="checkbox"/>	Indoor Lap Pool (# of lanes: ___)	<input type="checkbox"/>	Outdoor Event Pool
	<input type="checkbox"/>	Indoor Leisure Pool	<input type="checkbox"/>	Outdoor Event Deck
	<input type="checkbox"/>	Outdoor Lap Pool (# of lanes: ___)	<input type="checkbox"/>	Reception Garden
	<input type="checkbox"/>	Poolside Café		

Recreational Sports Center	<input type="checkbox"/>	Concourse	<input type="checkbox"/>	Room 2.200
	<input type="checkbox"/>	Room 1.104 (Aerobics/Multipurpose)	<input type="checkbox"/>	Basketball (# of courts: ___)
	<input type="checkbox"/>	Room 1.106 (Aerobics/Multipurpose)	<input type="checkbox"/>	Volleyball (# of courts: ___)
	<input type="checkbox"/>	Room 1.138 (Martial Arts)	<input type="checkbox"/>	Other
	<input type="checkbox"/>	Room 2.104 (Games Room)	<input type="checkbox"/>	Handball (# of courts: ___)
	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Racquetball (# of courts: ___)
	<input type="checkbox"/>	Room 2.112 (Multipurpose)	<input type="checkbox"/>	Squash (# of courts: ___)

Whitaker Fields	<input type="checkbox"/>	Football (# of fields: ___)	<input type="checkbox"/>	Ultimate (# of fields: ___)
	<input type="checkbox"/>	Soccer (# of fields: ___)	<input type="checkbox"/>	Cricket (# of fields: ___)
	<input type="checkbox"/>	Softball (# of fields: ___)	<input type="checkbox"/>	Other (# of fields: ___)

Whitaker Tennis	<input type="checkbox"/>	(# of courts: ___)
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DATES & TIMES REQUESTED

Day: _____	Date: _____	Set-up time _____	Event Start: _____	Event End: _____	Event Strike: _____
Day: _____	Date: _____	Set-up time _____	Event Start: _____	Event End: _____	Event Strike: _____
Day: _____	Date: _____	Set-up time _____	Event Start: _____	Event End: _____	Event Strike: _____
Alternate Date(s)					
Day: _____	Date: _____	Set-up time _____	Event Start: _____	Event End: _____	Event Strike: _____
Day: _____	Date: _____	Set-up time _____	Event Start: _____	Event End: _____	Event Strike: _____

ADDITIONAL EQUIPMENT OR SERVICES REQUESTED

EVENT INFORMATION

Estimated Number of Participants: _____ Entry Fee Charged? ___ No ___ Yes If yes, amount: _____
Estimated Number of Spectators: _____ Admission Fee Charged? ___ No ___ Yes If yes, amount: _____
Will food be served?* ___ No ___ Yes If yes, description of food: _____
*Food permit may be required through Environmental Health & Safety Department (www.utexas.edu/safety/ehs/forms).
Will concessions be sold? ___ No ___ Yes If yes, description of concessions: _____
Is this a co-sponsored event involving an off-campus organization? ___ No ___ Yes
If yes, the name of the off-campus organization is: _____

Facility use fees are charged for the exclusive use of many campus physical activity facilities. Fees for event management, personnel, and/or facility services may be charged dependent upon the location and/or nature of the event. Additionally, all participants who are not currently enrolled students, faculty, or staff may incur usage fees.

Estimated number of non-campus participants: _____

Account number to be charged for these fees (departments only): _____

* Student Organization's fees, when applicable, are payable by cash (exact amount), check, or Visa/Mastercard.

Account title: _____

REGISTERED STUDENT ORGANIZATION VERIFICATION

As the representative for the group and event requested on this form, I understand the regulations applying to the use of University facilities. I will assume responsibility for the adherence to the regulations and policies if the request is approved. I also agree to play an active role in the event's planning and to be present at the event.

UT Student Organization Representative signature: _____ **Date:** _____

The Student Activities Office verifies that this registered student organization is in good standing with the University.

Student Activities Representative signature: _____ **Date:** _____

DEPARTMENTAL VERIFICATION (Chairperson or Dean)

By verifying this request with the signature below, the Department Chairperson or Dean approves this request and agrees that all applicable University rules and regulations will be followed in the conduct of the event.

Print Name: _____ Signature: _____

Print Title: _____ Date: _____

ROOMS BY ACTIVITY

Note: Italicized rooms indicate facility usage charges may apply.

Dance	AHG 133	*BEL 302	*GRE Aerobics North	*RSC 1.104
	AHG 135	*BEL 502A	*GRE Aerobics South	*RSC 1.106
	*AHG 136			RSC 2.112

*Room contains mirrors

Martial Arts	BEL 904	RSC 1.138		
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Meetings	GRE Classroom	GRE Games Room (kitchen available)	RSC 2.104 (kitchen available)	
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Large Events	GRE Annex	GRE Games Room (kitchen available)	RSC 2.104/2.112 (combined)	
	GRE Arena	RSC 2.104 (kitchen available)	RSC 2.200	

Socials	AHG 133	GRE Games Room (kitchen available)	GRE Poolside Café	
	AHG 135	GRE Indoor Lap	GRE Reception Garden	
	AHG 136	GRE Indoor Leisure	RSC 2.104 (kitchen available)	
		GRE Outdoor Event Pool	RSC 2.104/2.112 (combined)	
		GRE Outdoor Event Deck		

Sports				
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Basketball	AHG 133 (Half court only)	GRE Arena (3 courts)	Clark Fields (4 outdoor courts)	
	AHG 135 (Half court only)	GRE Annex (4 courts)	RSC 2.200 (3 courts)	

Dodgeball	AHG 133 AHG 135			
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Field Sports	Whitaker Fields			
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Racquetball	GRE RSC			
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Squash	BEL GRE RSC			
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Tennis	Whitaker Tennis			
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Volleyball	AHG 133 AHG 135	GRE Arena	GRE Annex	RSC 2.200
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