

# FACILITY RESERVATION APPLICATION

*\*This form must be received no less than 30 days prior to the date requested\**

*Please email completed form to FEO@miami.edu*

**DEPARTMENT / ORGANIZATION INFORMATION:**

Today's Date: \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_

Organization / Department Name: \_\_\_\_\_

Name of requesting person: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EVENT TIME & DATE:**

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Set up Time: \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Is this event recurring? Yes  No  Day(s) of Week: Sun  Mon  Tue  Wed  Thu  Fri  Sat

Additional Details Regarding Date(s) and/or Time(s): \_\_\_\_\_  
\_\_\_\_\_

**SPACE NEEDED - Please check the venue(s) you wish to reserve**

KSC Gym  Neil Schiff Tennis # of courts \_\_\_\_\_

Greentree Field(s)  Fieldhouse (Basketball Practice Facility)

Soffer Indoor Practice Facility  Alex Rodriguez Park

Cobb Stadium (Track & Soccer Field)  Other: \_\_\_\_\_

**Meeting Spaces:**

210, Mann Auditorium  220N Conference Room

Schwartz Center Lobby  Baseball Meeting Room

**EQUIPMENT NEEDED:** \*Security, janitorial, and grounds crew will be added at the discretion of the facility manager

# Chairs  A/V  Floor Cover  Standing Podium

# Tables  # Trash Cans  Tabletop Podium  Concessions

Athletic equipment needed and quantity: \_\_\_\_\_

Additional details regarding equipment: \_\_\_\_\_

Are any of the participants in this event in school?  Yes  No

If yes, What is the grade range of the participants? \_\_\_\_\_

Should you have any questions, please contact the Facilities, Events, and Operations Department at FEO@miami.edu

(office use only - do not write below this line)

Date: \_\_\_\_\_ Request has been: **APPROVED**  **DENIED**   
If denied why: \_\_\_\_\_

Director of Facilities, Events, & Operations: \_\_\_\_\_

Signature: \_\_\_\_\_