

Procedure for reserving East Gym Facilities by student organizations for recreational & sports related activities

- Student organizations wishing to use the East Gym must first complete the form on the other side of this sheet. Please keep in mind when making the request, we receive many more requests each semester than we are able to accommodate. The earlier and more flexible the request, the more likely we will be able to accommodate your organization. **We generally need to receive a request at least two weeks prior to the event date to secure necessary staffing.**
- **Each SA chartered organization, Fraternity and Sorority has 2 designated representatives who are authorized to reserve facilities on-campus each year.** Reservations requests and all final arrangements will only be accepted from those individuals.
- **Resident Advisors** who wish to request space for a hall program also need to have the signature of their Resident/Community Director.
- The completed form should then be submitted to the East Gym Front Desk. Once the completed form is received, the organization will be notified within one week by phone of the status of the request. If approved, the organization will be sent written confirmation of the request with any information pertinent to the event (such as possible charges, set-up information, etc.).
- It is the requester's responsibility to review the written confirmation and clarify any questions. Printed confirmation should be retained by the organization and are considered proof of facility reservation.
- Reservations will not be accepted from any organization with an outstanding balance from a previous event, the East Gym or any other venue on campus.
- **Organizations are required to monitor who uses the facility reserved during the time frame of the event.** For events that allow non-University people into the facility the guest policy will be used and event staff may be hired depending upon the nature of the event.
- Cleaners are required to be on-duty (and is billed to the organization) for any event where food is served. Depending on the nature of the event, additional staffing cost may be required to be paid for by the organization.
- **The organization assumes responsibility for maintaining the facility during the event.** Failure to follow posted rules could result in cancellation of the event. Any damage or necessary clean-up will be billed to your organization.
- Reservations that are not sports/recreational activities are considered for events with a proven record of attendance of 850+ people. Such large scale events go through a different reservation process and are done in conjunction with the Office of Campus Activities and the Student Association.
- New statement...
- Please note that a deposit prior to the event may be required depending upon the nature of the event.

***Any questions regarding the reservation process can be directed to
Cindy Cowden at cowden@binghamton.edu or 777-3125 .***

East Gym
Student Organization Facility Reservation Request

ORGANIZATION: _____
Campus Address: _____
Contact Person: _____ Phone: _____
Email: _____

Title and Brief Description of Event: _____

Dates Requested: _____ **Times Requested:** _____

If dates/times are flexible, please list any alternate times & dates.

Facility Requested: _____

SET-UP <i>(please list # of courts/rooms):</i>	Basketball: _____	Volleyball: _____
	Badminton: _____	Pool: _____
	Tables & Chairs: _____	Other: _____

EQUIPMENT NEEDED: _____

Expected attendance: _____

Open to all University students/staff? _____ *non-University students/staff or community members?* _____

Will you be charging for entrance into this event? _____ *If so, how much?* _____

Would you like to serve food/drinks? (please describe) _____

Please keep in mind we receive many more requests each semester than we are able to accommodate. The earlier and more flexible the request, the more likely we will be able to accommodate your organization. Your organization assumes responsible for maintaining the facility during the event. Any damage or necessary clean-up will be billed to your organization.

Requester's Signature _____ Date _____

Signature of: Resident/ Community Director for RA programs _____ Date _____

Once this form has been submitted, you will be notified of the status of the request within a week.

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Approved for:

Date: _____ Time: _____ Facility: _____

Staff Needed: _____ Set-Up Needed: _____

Facility Coordinator: _____ Date: _____