Procedure for reserving the West Gym Pool by internal and student organizations for recreational and sport related activities.

- Student and internal organizations wishing to use the West Gym Pool must first complete the form attached.

- Please submit the request a **minimum of two weeks** prior to the event to secure necessary staffing.

- Please note that approval for both the use of the building and the pool are required.

- Each SA chartered organization, Fraternity or Sorority has 2 designated representatives who are authorized to reserve facilities on-campus each year. Reservation 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 the signature of their Resident/Community Director.

- The completed form must be submitted to the Main Office of the West Gym or via e-mail to mpeters@binghamton.edu. The organization will be notified within one week by phone or email the status of the request. **If approved, the organization will be sent written confirmation of the request with any information pertinent to the event.**

- Reservations will not be accepted from any organization with an outstanding balance from a previous event with the West Gym or any other venue on campus.

- Organizations are required to monitor who is using 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 on the nature of the event.

- 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.

- Fees are as follows: Lifeguard $16.50/hour, Building Supervisor $15.00/hour
  
  *Please note that the number of lifeguards depends on number of participants*

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*Any questions regarding the reservation process can be directed to Mary Petersen at mpeters@binghamton.edu or 777-2120.*
West Gym Pool Request Form
Internal Organizations/Student Associations

Organization: __________________________________________________________

Campus Address: ______________________________________________________

Contact Person: ________________________________ Phone: _________________

Email: ________________________________________________________________

Title and Brief Description of Event: _________________________________________

______________________________________________________________________

Date Requested: ______/_____/__________ Time Requested: _________________

Expected Attendance: ____________

Will you be charging for entrance into the event? ( ) Yes ( ) No

If yes, how much? ____

Will you have food/drinks? ( ) Yes ( ) No

If yes, describe: _______________________________________________________

Your organization assumes responsibility for maintaining the facility during the event. Any damage or necessary clean-up will be billed to your organization. Your organization agrees to reimburse HWS for usage as outlined on the first page of this request form.

Chargeback Account Information: _________________________________________

Requestor’s Signature: __________________________________ Date: ____________

If applicable, signature of Resident/Community Director for RA Programs:

_____________________________________________________ Date: ___________

OFFICE USE ONLY

Pool/Lifeguard West Gym Building
( ) Approved ( ) Approved
( ) Disapproved ( ) Disapproved

Comments: __________________________________________________________

HWS/Aquatics Director signature: ____________________________ Date: _________

Athletics signature: ____________________________ Date: ___________

Date notification sent to requestor and facility coordinator: _______/_____/_________