

Recreation Center - Facility Reservation Request
 (707) 664-3951 Fax: (707) 664-3432 Rec.Reserve@sonoma.edu
 www.sonoma.edu/campusrec/reservations

**Departments
&
Student Groups**

Forms submitted less than **2 WEEKS** prior to event are not assured space or services

Event Title _____

Contact Person _____

E-mail Address _____

Organization/Department _____

Phone _____

Billing Information (Must provide for application to be considered):

Account	Fund	Department	Program	Proj/Grant

Fax _____

Purpose/Description (i.e. Dance, Lecture, Concert/Live Music, Workshop, Meeting):

Please provide a web address for more event information (if available):

Admission Price (if any):

Do you want your event posted on the SSU web calendar? (Please initial) YES _____ NO _____

Do you want your event posted on the Campus Rec web calendar? (Please initial) YES _____ NO _____

Would you like your contact information posted online with your event? (Please initial) YES _____ NO _____

Date(s)	Set-up Time	Event Time	Clean-up Time	Space(s) Desired	Estimated Attendance	Equipment Needed

Open to the Campus at large? Yes No

Will Off Campus Visitors/Personnel Attend? Yes No

Food or Drink Served? Yes No

Note: The Recreation Center is an alcohol-free venue.

Acceptance of this request does not constitute approval. As an authorized representative or sponsor of the above organization, I have read and agree to all policies, and rules governing the use of facilities within the Recreation Center at Sonoma State University and upon confirmation, I assume responsibility for any damage to equipment and/or facilities during the reservation.	*required for hospitality services	**required for student groups
	Individual Financially Responsible _____ Date	**ASI/Event Staff (Dances Only) _____ Date
	Administrative Manager _____ Date	**Club Advisor _____ Date
	*Authorized Hospitality Approval _____ Date	**Office of Campus Life _____ Date

Recreation Center Reservations & Scheduling Office Only

Received on _____
Date R&S Initials

Confirmation Sent _____
Date R&S Initials