

*The University of Texas at Dallas*  
**Club Sports Program**  
**Facility Request Form**

**Club Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Advisor's Name:** \_\_\_\_\_

**Event Type (circle one):**                      **Practice**                      **Game(s)**                      **Tournament**

**Estimated number of participants:** \_\_\_\_\_ **Will an entry fee be charged?** \_\_\_\_\_

**Facilities Requested:**

Full Gym \_\_\_\_\_  
 Auxiliary Gym \_\_\_\_\_  
 Main Court \_\_\_\_\_  
 Side Court \_\_\_\_\_  
 Natatorium \_\_\_\_\_  
 Tennis/Squash/Racquetball \_\_\_\_\_  
 Soccer Field(s) \_\_\_\_\_  
 Softball Field(s) \_\_\_\_\_  
 Multipurpose Room \_\_\_\_\_  
 Multipurpose Field \_\_\_\_\_

**Additional Requirements:**

Security \_\_\_\_\_  
 Sound System \_\_\_\_\_  
 Bleachers \_\_\_\_\_  
 Lifeguards \_\_\_\_\_  
 (# of spectators \_\_\_\_\_)  
 Chairs &/or Tables \_\_\_\_\_  
 (# requested \_\_\_\_\_)  
 Canopy \_\_\_\_\_  
 Coolers \_\_\_\_\_  
 (# requested \_\_\_\_\_)

**Please indicate dates and times below:**

***First Choice:***

**Day(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

\_\_\_\_\_

**Time(s):** \_\_\_\_\_

\_\_\_\_\_

***Second Choice:***

**Day(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

\_\_\_\_\_

**Time(s):** \_\_\_\_\_

\_\_\_\_\_

***Third Choice:***

**Day(s):** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

\_\_\_\_\_

**Time(s):** \_\_\_\_\_

\_\_\_\_\_

**Please indicate any necessary additional information regarding this request:**

\_\_\_\_\_

\_\_\_\_\_

**Office Use Only:**

Reviewed by Club Sports Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Reservation Manager: \_\_\_\_\_ Date: \_\_\_\_\_

High Risk Event: Yes or No

Additional Insurance Required: Yes or No

Sent to Business Affair Office: Yes or No                      If yes, Date sent : \_\_\_\_\_

If high risk, Director Signature: \_\_\_\_\_

Additional Comments: \_\_\_\_\_