



HRC Facility Request Form

Event requests of 75 or more must be submitted at least a semester in advance. All other event requests need to be submitted at least two weeks in advance. This facility request form does NOT guarantee that the dates and times requested are reserved unless this form is signed by the group adviser, the requestor, and a professional staff representative from the Department of Recreation. Arrangements for the fee payment, entrance to the building and other considerations must be made at least two weeks prior to usage. Please contact Josh Downing, the Assistant Director of Recreation at 317-940-6144 or jdowning@butler.edu.

Date of Request: _____ Date Request Received: _____

CONTACT INFORMATION

Sponsoring Organization/Department: _____ Account Number: _____
 Contact Person: _____ Email: _____
 Billing Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone (home): _____ (cell): _____

EVENT INFORMATION

Date of event: _____
 Participants: Students _____ Faculty/Staff _____ HRC Members _____ Other _____
 Description of event: _____

Does your group have liability insurance? YES NO Provide proof of insurance 2 weeks before the date of event
 Will there be any participants under the age of 18? YES NO
 Will fees be collected? YES NO If yes, how much: _____
 Is this a fundraiser to benefit charity? YES NO If yes, which charity? _____
 Are you planning to have food and beverages? YES NO If yes, what kind: _____
 Have you had this event before at the HRC? _____ How often? _____
 Approximate number of participants: _____ Number of spectators: _____

REQUEST FOR:

Check here if this request is for the entire semester: _____
 (Start and end dates for the semester as well as breaks and building closures will need to be considered)

Activity	Day	Date	Set-up Time		Event Time		Take Down Time	
			Start	End	Start	End	Start	End

SPACE REQUESTED:

Main Gym _____ Number of courts _____ Office Suite Conference Room _____ Conference Room _____
 Studio _____ Wet Classroom _____ Living Room _____ Track _____ Cardio Floor _____
 Spa _____ Lap Pool _____ Leisure Pool _____ Sauna _____ Free Weight Area _____ Locker Rooms _____
 IM Fields _____ Number of Fields _____ Other _____

EQUIPMENT REQUESTED:

Any special requests (equipment, scoreboards, goals, field markers, etc.) must be submitted at least two weeks in advance. There may be charges for some services and/or equipment. Make sure to list quantities needed.

Sports Equipment: _____

Tables, Chairs, etc: _____

Set up Requested: _____

Other: _____

The Department of Recreation reserves the right to make any changes as deemed necessary by the Assistant Director. Alcohol and other intoxicants are prohibited on BU property. Each group that reserves an area is responsible for leaving the area in the same condition as they receive it, or better. The group is responsible for the payment of repairs for any damages that may occur to the facilities, equipment and property. The university also does not warrant or guarantee in any respect the physical condition of any equipment used in connection with the activity. Therefore, in consideration of the benefits received from the recreation program, the undersigned assumes all risks of damages or injury, including death, which may be sustained while participating in this activity or in travel to or from such activity. Furthermore, the undersigned releases and agrees not to sue Butler University (their officers, agents, or employees) for any injury to person or property that might occur during the course of my use of the facilities. Additionally, the undersigned agrees to indemnify and hold the university harmless from any and all liability that might arise as a result of their use of this property during the requested time.

It is understood that your group will:

- Abide by all facility rules and regulations of the Department of Recreation and Butler University.
- Participate in activities according to the Department of Recreation’s informed consent statement.
- Coordinate group admittance into the HRC.
- Be responsible for the conduct, behavior and location of all members of the group while using the HRC.
- Stay in the designated (per team or program) area as assigned. Persons found in areas designated as off-limits will be asked to leave the HRC.
- Not misuse the HRC’s equipment or disregard staff or safety instructions. Persons or group misusing equipment or non-compliant to safety rules or instruction will be asked to leave the facility and will be billed for any damages.

It is also understood that proof of insurance may be required for rental of these facilities. Rental groups will be informed if such proof is needed.

Requests will not be processed if this form is not signed by the proper parties involved:

Representative of Sponsoring Organization

Date

Butler University Group Advisor

Date

Representative of Department of Recreation

Date

FOR OFFICE USE ONLY

Set-up Charges \$ _____

Custodial Charges \$ _____

Rental Charge \$ _____

Insurance Info. Needed _____

Insurance on File _____

Date Received _____

Supervisor Fees \$ _____

Other Staff Fees \$ _____

Booked _____

Confirmation Sent _____

Approved: _____

Date: _____

Rental Fee: _____ (Paid two weeks in advance)