

# Application for Use of Facilities – Campus Recreation

Middle Tennessee State University



**Please Print**

**APPLICATION IS CONTINGENT UPON APPROVAL**

**[1] Event Activity (example birthday party, meeting, etc.):** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Age Group of Participants: \_\_\_\_\_

Campus Account # \_\_\_\_\_

**[2] Area(s) Requested:**

- |                                                        |                                                      |
|--------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Gymnasium/Basketball Court(s) | # of courts requested: _____                         |
| <input type="checkbox"/> Racquetball Court(s)          | # of courts requested: _____                         |
| <input type="checkbox"/> Intramural Fields             | # of fields requested: _____                         |
| <input type="checkbox"/> Sand Volleyball Court(s)      | # of courts requested: _____                         |
| <input type="checkbox"/> Indoor Soccer Arena           | <input type="checkbox"/> Indoor Suspended Track      |
| <input type="checkbox"/> Aerobics Room (lower level)   | <input type="checkbox"/> Aerobics Room (upper level) |
| <input type="checkbox"/> Lobby Area                    | <input type="checkbox"/> Lounge Area                 |
| <input type="checkbox"/> Climbing Wall                 | <input type="checkbox"/> Alpine Climbing Tower       |
| <input type="checkbox"/> Indoor Swimming Pool          | <input type="checkbox"/> Outdoor Swimming Pool       |
| <input type="checkbox"/> Sundeck                       | <input type="checkbox"/> Other: _____                |

Return to: MTSU Campus Recreation, P.O. Box 556, 1301 East Main St., Murfreesboro, TN 37132  
Phone: (615) 898-2104 FAX: (615) 898-5568 Web Site: [www.mtsu.edu/~camprec](http://www.mtsu.edu/~camprec)

**[3] Facility Reservation Fee Agreement**

I, (print name) \_\_\_\_\_ hereby agree to pay the required Reservation Fee of \$25 for reserving the aforementioned area(s) at the MTSU Campus Recreation Center. Included in this fee is the cost for set-up and takedown of equipment as well as general maintenance and housekeeping of the facility related to group usage. This Reservation Fee also serves as a binding commitment to us by your party, and is non-refundable unless otherwise specified. There will be a \$50 charge for groups of 50 or more persons.

\_\_\_\_\_ Customer Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date

**[4] Hold Harmless Agreement**

This agreement will serve to protect Middle Tennessee State University from any potential litigation from myself, my group, and our family members. This agreement also binds our group to reimbursement to MTSU Campus Recreation Center for any costs (legal or medical) that may incur during our usage of the Recreation Center. My group and I understand that there are risks regarding activity(s) we will be participating in at the Recreation Center, and we accept full responsibility for our actions when Campus Recreation Center employees appropriately facilitate our activity(s).

I, (print name) \_\_\_\_\_ will be responsible for dispensing this information to my group. This agreement binds all members of the party, including family members. MTSU Campus Recreation requires a list of the names of your party members to be presented to facility staff at the time of your event, if not earlier. (This list can be emailed) to Kim Sandman: [ksandman@mtsu.edu](mailto:ksandman@mtsu.edu), or Chris Reed: [creed@mtsu.edu](mailto:creed@mtsu.edu)

\_\_\_\_\_ Customer Signature \_\_\_\_\_ Facility Staff Signature

**[5] Campus Recreation Policy Agreement**

The following rules and regulations are for all parties that enter and use the Campus Recreation Center at Middle Tennessee State University.

- o No tobacco, alcohol, or any other drugs are permitted in the building.
- o There is absolutely no gum chewing permitted in the building.
- o Athletic shirts, shoes, and pants/shorts must be worn at all times when using the facility (except in the pool), this includes people at the climbing wall. All shirts must cover the torso and belly.
- o All bicycles must be secured at the bicycle racks outside. Do not leave them on railings, benches, in walkways or bring them inside.
- o All personal items are to be stored in the lockers provided.
- o Campus Recreation is not responsible for loss due to theft. There is a lost and found located at the front desk.
- o Approval to post flyers, signs, or posters on bulletin boards must be approved through the Marketing Coordinator. Do not post anything in other areas of the building.
- o No tape is to be put on the gym floors, walls, desktops, counters, etc.
- o Programs such as scheduled Campus Recreation activities may sometimes have priority over open recreation, but we will try to have part of the facility available for open recreation.
- o Outside concessions are by permission only through Aramark.
- o Use of the Recreation Center is a privilege. Individuals who do not cooperate with established policies, use abusive language or act inappropriately toward a University employee will be asked to leave and may have their privilege to use the facility revoked.
- o If you have packages/items sent to the Campus Recreation Center for storage prior to an event there may be a storage fee added to your reservation.
- o Drinks that are in clear plastic bottles with securable caps are permitted in the gym area. No food, coffee cups, open cups, etc. are permitted.

These are general building policies. Please refer to the Policy Manual via <http://www.mtsu.edu/~campusrec> for further policies, rules and regulations.

This agreement states that I, (print name) \_\_\_\_\_, have read and will abide by the policies set forth by the Department of Campus Recreation. These policies are to be followed without exception unless otherwise set forth and included in this agreement.

\_\_\_\_\_ Customer Signature

\_\_\_\_\_ Facility Staff Signature

----- **For Official Use ONLY** ----- **Do NOT Write Below This Line** -----

<input type="checkbox"/> Approved	____/____/____	Amount of Rental	\$ _____
<input type="checkbox"/> **Not Approved	____/____/____	Receipt # of Payment	_____
<input type="checkbox"/> Cancelled	____/____/____	Date of Receipt	____/____/____

Verification Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Reservation has been entered into reservation calendar.....Yes  No  \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by \_\_\_\_\_ Aquatics Representative  
 Approved by \_\_\_\_\_ Outdoor/Intramural/Fitness Representative  
 Approved by \_\_\_\_\_ Facility Supervisor

Setup/Equipment Needs: \_\_\_\_\_  
\*\*Reason for Reservation not being approved (if applicable) \_\_\_\_\_