RENTAL REQUEST FORM

|  |  |
| --- | --- |
| Name/Description of Event |  |
| Which Facility is Required |  |
| Event Date (if multiple, use below chart) |  |
| Event Time (if multiple, use below chart) | Start time: End Time: |
| Contact Name |  |
| Phone and Email | #: |
| Expected Participants | #: |
| Expected Spectators | #:  |
| Admission will be charged | Y N  |
| Security Required | Y N  |
| On-Site Group Representative | Name & Cell phone # during event: |

|  |  |
| --- | --- |
| Group/Team Name |  |
| Address |  |
| **Requests**  | **Day(s)** | **Start Time**  | **End Time** | **Start Date** | **End Date** |
| 1st Choice |  |  |  |  |  |
| 2nd Choice |  |  |  |  |  |
| Comments: |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Areas** | **Purpose** | **Auxiliary Areas** |
| * Gymnasium
* Pool (circle one)

 Full Pool  Lanes only (up to 3 lanes) * Ice Rink
* Turf Field
* Track only
* Grass Field
* Fitness/Dance Studio
* Spin Room
* Yoga/Boxing Studio
* Squash Courts
* Community Room (Wolfville Rm)
* Other:
 | * Practice
* Clinic
* Camp
* Tournament
* League
* Class
* Conference
* Luncheon/Dinner
* Meeting
* Workshop
* Birthday Party
* Other:
 | * Hall of Fame Room (boardroom)
* Wolfville Room (classroom)
* Skye Box
* General Locker Room(s)
* Arena Locker Room(s)
* Officials Room
* Other:
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **** | **Item** | **#** |  | **** | **Item** | **#** |
|  | Tables  |  |  |  | Registration Tables |  |
|  | Chairs |  |  |  | Registration Chairs |  |
|  | Head Table Chairs |  |  |  | Display Tables |  |
|  | Podium  |  |  |  | Signage posted |  |
|  | Microphone & Speaker |  |  |  | White Board |  |
|  | TV screen/monitor (Must provide own laptop) |  |  |  | Food Service (Must contact Chartwells to arrange) |  |
|   | Press Box – Main Box |  |  |  | Bar (Must contact AU Students’ Union to arrange) |  |
|  | Press Box – music only |  |  |  | Canteen (Must be provided by Chartwells, contact to arrange) |  |
|  | Electrical Requirements (Extension Cords etc.) |  |  |  | Bouncy Castles (other items etc.) |  |
|  | Score clock |  |  |  | Check if Floor Plan attached |  |
|  | Benches |  |  |  | Ushers (Must contact Facility Events to arrange) |  |
|  | Upright post pads |  |  |  | Security (Must contact Facility Events to arrange) |  |
|  | Fixed Gym Bleachers out (Full gym or partial) |  |  |  | Parking (Must contact Facility Events to arrange) |  |

|  |
| --- |
| Insurance |
| Does your group have insurance? | Y N |

Office Use:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Request Rec’d byFacility Scheduler |  | Ops Manager Approved |  | Chartwells  |  |
| Rental Fees | $ | Discount / Approved |  | ASU |  |
| Special Fees | $ | Entered in Class |  | Security |  |
| Insurance | $ | Agreement Sent |  |  |  |
|  | $ | Agreement Rec’d |  | Invoice Sent |  |
| Total Fees | $ | Cert. of Insurance |  | Payment Rec’d |  |

Updated May 22, 2020