

KIRK GYM RESERVATION REQUEST FORM

Date Received:	Date Entered:	Who Entered:	Reservation #:

Department/Organization: _____

Date(s) Requested: _____

(must be received at least 7 business days prior to the event date)

Time Requested: _____ am/pm Until _____ am/pm

(Kirk Gym is available from 8 am to 11 pm Sunday-Saturday. Two-hour limit for weekly practices; longer for one-time events.)

Describe Your Event:

(No canes, tap shoes, or other items that would mar the floor are allowed.)

Number of Persons Expected: _____

Contact Name: _____

Email: _____

(must be present at event)

Phone Number: _____

Organization Advisor: _____

Email: _____

Phone Number: _____

Your reservation will be placed under **“pending approval”** until you have submitted a **Kirk Gym Facilities Usage Agreement** to the Center for Student Involvement. These agreements only need to be signed by one member of your organization and will need to be resubmitted each scholastic year. The Student Union Reservations Office will maintain records on who has submitted this paperwork. If you, or a member of your organization, have already submitted this during the same school year, you do not need to sign another one. Once all paperwork is turned in, you will receive a confirmation of your reservation.