



# RENTAL REQUEST

OFFICE USE ONLY:  
Reservation #: \_\_\_\_\_

Department/Organization/Agency: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ Phone (w): \_\_\_\_\_ (h): \_\_\_\_\_ (c): \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
e-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
Activity or Event: \_\_\_\_\_ Dates (Beg./End): \_\_\_\_\_  
Sponsoring Organization: \_\_\_\_\_ Time (Beg./End): \_\_\_\_\_

Day(s) of Event:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
Those Attending:  User  Affiliated  Non-Affiliated Attendance: \_\_\_\_\_

### CENTRAL CAMPUS RECREATION BUILDING

- 2275 (Martial Arts)  3275 (Dance Room)  Lobby
- Main Gym:
  - Court #1A  Court #1B  Court #2A  Court #2B
  - Court #3A  Court #3B  Court #4A  Court #4B
- Racquetball/Paddleball/Handball
- Bell Pool  Locker Rooms  Equipment Room

### COLISEUM

- Gym:  Court #1  Court #2  Court #3

### INTRAMURAL SPORTS BUILDING

- G21 (Mats)
- Main Gym:
  - Court #1A  Court #1B  Court #2A  Court #2B
  - Court #3A  Court #3B  Court #4A  Court #4B
- Racquetball/Paddleball/Handball
- Pool  Locker Rooms  Equipment Room

### NORTH CAMPUS RECREATION BUILDING

- Main Gym:  Court #1A  Court #1B  Court #2A  Court #2B
- Pool  Locker Rooms  Equipment Room

### RECREATION AREA

- Rec Facility  Fire Pit  Picnic Area

### ELBEL FIELD

- All  Field #: \_\_\_\_\_  Parking Lot

### MITCHELL FIELD - EAST

- All

### MITCHELL FIELD

- Field #: \_\_\_\_\_

### MITCHELL FIELD - WEST

### PALMER FIELD

- All  Track  Tennis Court

EQUIPMENT NEEDED:  YES  NO  
(Please be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- CANOPY
  - 20 X 20  20 X 40
- TABLES #: \_\_\_\_\_
- CHAIRS #: \_\_\_\_\_

SPORTS EQUIPMENT  
(Please be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## POLICIES PERTAINING TO FACILITY RENTALS

All Recreational Sports facilities operate under general University policies. The following guidelines are to be observed when renting and/or reserving any University of Michigan Department of Recreational Sports Facility.

1. Reservation Requests for facilities/fields must be submitted 10 working days prior to the event. If the event is a Tournament, special event, social event or approximate attendance will be more than 300 people, Reservation Requests must be submitted 3 weeks prior to the event.
2. A Facility/Area Reservation Request Form must be submitted to the Department of Recreational Sports Facility Scheduling Office, Rm 103A, in the North Campus Recreation Building Main Office. Requests will be reviewed, processed, and confirmed within five working days of receipt.
3. All rental fees must be paid in full prior to the event and shall be in the form of cash, check, Discover, Mastercard, Visa, S.O.A.S. Account or Departmental Chartfield Account. Additional Costs for extra services, e.g. Electrical, Cleaning, Grounds, Fire and Event Security will be charged to the Rental Group.
4. Length of rental includes preparation, set-up and take-down/clean-up. The group scheduling Recreational Sports facilities will be held financially responsible for any clean-up, maintenance, or repair resulting from the event or the activity.
5. Eating and drinking are allowed in specified areas only. If food is to be sold or served, arrangements for a Food Permit must be made with the University OSEH Representative (Dave Peters 647-4810).
6. Commercial sponsorship and solicitation are prohibited unless previously approved by the Associate Vice President for Facilities and Operations (Hank Baier 764-3402). The Department of Recreational Sports requires a copy of the approval from the Associate Vice President's Office prior to the rental.
7. When reserving outdoor facilities, amplified sound levels must comply with the University ordinance of not greater than 61 decibels (dB(A)). The rental group must apply for a sound waiver with the Office of the Associate Vice President of Facilities and Operations (763-3402). The Department of Recreational Sports requires a copy of the approval prior to the rental.
8. Advertising an event prior to event confirmation is prohibited.
9. Appropriate footwear is mandatory. No hard or black-soled shoes are allowed on any gym floor.
10. All postings or floor markings must be prearranged with and approved by the Facility Director and must be removed at the conclusion of the rental.
11. Alcoholic beverages are strictly prohibited unless the Rental Group is given approval by the Department of Recreational Sports to petition the Associate Vice President for Facilities and Operations for approval of the use of Alcoholic beverages. If approved the Rental Group agrees to furnish proof of liability insurance of not less than \$1 million for the rental date(s) of the facility.
12. All Rental Groups not affiliated with The University of Michigan must furnish proof of liability insurance of not less than \$1 million for the rental date(s) of the facility.

We, the Department of Recreational Sports, want to ensure satisfaction for you with our facilities. If you need more information, have additional requests, want to offer helpful comments, please feel free to contact the Scheduling Office at (734) 763-3084.

When completed, RETURN to:

**Connie Ahrens**  
2375 Hubbard Street NCRB-Rm 103A  
Department of Recreational Sports  
University of Michigan  
Ann Arbor, MI 48109-2087  
(734) 936-0616  
(734) 936-0604 (fax)

RESERVATION AGREEMENT: The below signature affirms the fact that I understand I am responsible for lost, stolen, and/or damaged equipment and the conduct of the reserving group. I understand that I must abide by all rules, regulations, policies, and procedures as they apply to my reservation/rental. My signature further indicates that I have read this sheet and all of the information contained herein is true.

APPLICANT: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE/DATE)