

Upon completion, this form must be submitted to the Front desk of the LaHaye Student Union. Fees will be determined upon completion of this form at the discretion of the Department of Campus Recreation. Requests must be submitted at least two weeks prior to the date requested. Completing this form does not guarantee use of the facilities. For more information please contact the Campus Recreation Office at (434) 592-3148.

Date(s) Requested: _____

Affiliation to Liberty University:

- Staff/Faculty Student Alumni TRBC LCA None

Facility Requested:

LaHaye Student Union:

- Basketball Court(s) _____
 Indoor Pool-Lane(s) _____
 Aerobics/Multipurpose Room
 Spin Room
 Loft/Fitness Area
 Rockwall

Thomas Indoor Soccer Center:

- Soccer Field(s) _____
- Campus East:**
- Outdoor Pool
 Clubhouse Common Area
 Game Room
 Theatre
 Billiards Room

Tilley Student Center:

- Common Area
 Game Room
 Stage

Name of Organization: _____ Times: _____

Description of Event: _____ # of Persons Attending: _____

Set-up Needs: _____

The above organization agrees to (1) safeguard the facility and its furnishings, (2) return the facility to its original setting following the event, and (3) dispose of trash properly. Furthermore, the organization agrees to reimburse Liberty University for maintenance or housekeeping costs resulting from misuse of or damage to the facility.

Requestor (PRINT): _____ Phone: _____

Address: _____ Cell: _____

City, State, Zip: _____ Email: _____

Signature: _____ Date: _____

For Office Use Only: Manager's Initials: _____ Today's Date: _____ Time: _____

Amount Due: _____ Amount Paid: _____ Date Paid: _____

Work Order #: _____ Facility Reserved: _____

Department Signature: _____ Date: _____

Administrative Planner: _____ Date: _____

Approved _____

Not Approved, Reason _____