FACILITY RESERVATION INQUIRY FORM

LaHaye Recreation & Fitness Center (Private Group Ex Class)

All information must be entered to ensure timely scheduling!

(each individual class is $50)

Contact Information

1. Please provide the following Point of Contact (POC) information:

   Name: _____

   Cell Phone Number: _____

   Email Address: _____

   Legal Address: _____

   LUID *(if current or previous LU Student/Faculty/Staff)*: _____

Internal LU Organizations (ONLY)

2. If your requested event is for an official Liberty University organization / department / group, please select the organization below and list its name:

   ☐ LU Academics: _____

   ☐ LU Athletics: _____

   ☐ LU Club Sports: _____

   ☐ LU Department: _____

   ☐ *LU Residence Hall:_____

   **Please list Resident Director Name, Email Address, and Phone Number:*

   _____

   ☐ *LU SGA Club: _____

   **Please list SGA Club Faculty Advisor Name, Email Address, and Phone Number:*

   _____

   ☐ Other:_____

General Reservation Information

3. Please provide the class format(s) that you are requesting to reserve, as listed on our Campus Recreation Group Exercise webpage. *You can request both Standard class formats as well as Group Ex Plus class formats.*

   _____

4. Please provide the name of your preferred group ex class instructor, as listed on our Group Exercise Instructors webpage: ***not required***

_____

5. Would you like your instructor to cater the class to a specific theme? If so, provide a description of the requested theme.

_____

_____

_____

6. Please list the preferred reservation date(s) **and two backup dates**.

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7. Please select your preferred timeframe. We will contact you regarding what time works for your preferred instructor's schedule.

- ☐ Morning: 6:00 am – 10:00 am
- ☐ Midday: 10:00 am – 2:00 pm
- ☐ Afternoon: 2:00 pm – 6:00 pm
- ☐ Night: 6:00 pm – 10:00 pm

8. How many people are expected to attend the event? *If headcount exceeds maximum studio capacity an additional reservation(s) will be required.*

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