

Game and Recreation Center (GARC) Reservation Request



Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Date Requested: _____

Event Time: From: _____ To: _____

Name of Event: _____

Estimated Number of Participants: _____

Description of Event: _____

I understand that there is a \$20.00 per hour charge, per staff member (events over 100 people will require 2 staff members minimum) for the use of the Game and Recreation Center (GARC) if opening GARC at an unscheduled time. I also understand that any damage done in GARC or additional cleaning charges will be billed to the sponsoring organization. I agree to follow the posted GARC Rules and Regulations. Sponsoring organizations are responsible for the behavior for their guests during these reserved time periods. Please note that the furniture/games cannot be moved without prior permission from the Director of Residence Life.

Signature

Date

Student Activities Advisor Signature

Date

FOR OFFICE USE ONLY

Approved By: _____ Date: _____

Added to Reservation Calendar: _____

Total Charge to Organization: _____ hours x \$20= _____

Payment Processed By: _____

Form of Payment: _____ JV Transfer _____ EagleBuck\$ _____ Cash