

WWU Sport Club Handbook – Field Request Form

The screenshot shows a Windows Internet Explorer browser window displaying a PDF document. The address bar shows the URL: http://www.wvu.edu/campusrec/documents/facility_request.pdf. The document content is as follows:

**CARVER GYM, FIELDS, OUTDOOR SPORT FACILITIES AND
STUDENT RECREATION CENTER REQUEST**

REQUESTS MUST BE MADE TWO WEEKS PRIOR YOUR EVENT

EVENT: _____	NAME: _____
DATE OF EVENT: _____	PHONE #: _____
TIME OF EVENT: _____	E-MAIL: _____
FACILITIES NEEDED: _____	TODAY'S DATE: _____
_____	SPONSOR/DEPT/CLUB: _____

OF PARTICIPANTS _____

OF NON WWU STUDENT PARTICIPANTS _____

WILL THERE BE A CHARGE FOR YOUR EVENT? _____ (if yes, please see below)

HOW MUCH ARE YOU CHARGING FOR YOUR EVENT? _____

COMMENTS:

Step 1) You will need to print this form out in order to fill out the information requested on it. Once you have done so fill out the title of the event (ex. WWU Rain Dance vs. Simon Fraser), the date and time of the event and the facilities that will be needed.

You must also fill out one of these forms when requesting space for field times.

Step 2) Provide us with your name, phone number, email, the date that you submit this form and the club you are a part of.

Step 3) Fill out the number of participants that will be at this event (both WWU and Non-WWU Students). If there will be a charge for your event record it in the space given. Finally if you have any questions or concerns please put them under the comments section. Once you are done with this form, submit it in to the Sport Clubs Office across from the MAC gym in the Recreation Center.