

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 title is "CARVER GYM, FIELDS, OUTDOOR SPORT FACILITIES AND STUDENT RECREATION CENTER REQUEST". Below the title, it states "REQUESTS MUST BE MADE TWO WEEKS PRIOR YOUR EVENT". The form contains the following fields:

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:

This form can be found online at the Recreation Center Services website.

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 Recreation Center Back Office Receptionist (Located to the right of the main desk).