



# PRAIRIE VIEW A&M UNIVERSITY

## RECREATIONAL SPORTS CENTER SPACE/EQUIPMENT USAGE REQUEST

ALL REQUESTS SHOULD BE SUBMITTED **14 DAYS PRIOR** TO EVENT DATE. ONCE REQUEST IS RECEIVED THE REQUESTOR WILL BE CONTACTED TO SCHEDULE A WALK THROUGH OF THE AREA TO ENSURE THAT THE FACILITIES WILL APPROPRIATELY ACCOMMODATE THE EVENT. ONCE THIS IS CONFIRMED THE REQUESTOR WILL THEN BE SENT A QUOTE FOR APPROVAL. THE REQUEST IS **NOT APPROVED** UNTIL THE FINAL QUOTE IS RETURNED WITH AN APPROVING SIGNATURE AND IDO NUMBER. CHANGES SUBMITTED LESS THAN 48 HOURS PRIOR TO THE EVENT DATE MAY OR MAY NOT BE ACCOMMODATED.

DATE \_\_\_/\_\_\_/\_\_\_ USAGE DATE REQUESTED \_\_\_/\_\_\_/\_\_\_ TIME NEEDED: \_\_\_ TO \_\_\_ OR ALL DAY \_\_\_  
NAME \_\_\_\_\_ DEPARTMENT/ORGANIZATION \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

### AREA(S) BEING REQUESTED:

\_\_\_ MULTI PURPOSE COURT(S) \$45/HR \$450/DAY PER COURT

COURTS REQUESTED: \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_ALL

\_\_\_ MULTIPURPOSE STUDIO \$45/HR \$450/DAY

STUDIO ROOM NUMBER: \_\_\_\_\_

\_\_\_ SWIMMING POOL AREA \$45/HR \$450/DAY

\_\_\_ PATIO \_\_\_ POOL ONLY \_\_\_ PATIO ONLY

\_\_\_ GAME LOUNGE \$45/HR \$450/DAY

\_\_\_ DEMO KITCHEN \$45/HR \$450/DAY

\_\_\_ QUIET STUDY \$45/HR \$450/DAY

\_\_\_ REC SPORTS FIELD \$45/HR \$450/DAY

\_\_\_ CLIMBING WALL

\_\_\_ SMALL GROUP (5-24) \$18/PERSON

\_\_\_ LARGE GROUP (25+) \$180/HR

### EQUIPMENT NEEDED:

\_\_\_ FOLDING CHAIRS \$1.50/CHAIR

\_\_\_ TOTAL NEEDED (UP TO 150)

\_\_\_ 6FT RECTANGLE TABLES \$8/TABLE

\_\_\_ TOTAL NEEDED (UP TO 8)

\_\_\_ ROUND TABLES \$8/TABLE

\_\_\_ TOTAL NEEDED (UP TO 20)

### PERSONNEL NEEDED:

\_\_\_ EVENT SUPERVISOR \$11/HR PER SUPERVISOR

\_\_\_ TOTAL NEEDED

\_\_\_ EVENT STAFF \$10/HR PER STAFF

\_\_\_ TOTAL NEEDED

\_\_\_ LIFEGUARDS \$14/HR PER GUARD

\_\_\_ TOTAL NEEDED

If additional custodial or maintenance services are needed the requestor will need to make those arrangements directly with the department. Removal of décor and/or anything that was not provided by the rec center will need to be taken care of immediately after the event. Failure to do so may result in additional charges to your department or organization.

If any additional equipment and/or rooms are needed for the event, come the day of, an additional invoice will be sent with the additional charges associated.

For additional information or questions please contact Mr. Murray Grant at [mugrant@pvamu.edu](mailto:mugrant@pvamu.edu).

Please submit the completed form via email to [mugrant@pvamu.edu](mailto:mugrant@pvamu.edu) with a cc to [atdaniels@pvamu.edu](mailto:atdaniels@pvamu.edu), and [trharrison@pvamu.edu](mailto:trharrison@pvamu.edu).