

**SPECIAL EVENT REQUEST FORM****Contact information**

Club Name	Contact Name
Contact Telephone	Contact Email

**Facility Information**

Preferred venue – list various venues that will work for this event:
Dates for Reservation- list various dates that will work for this event:
Times for Reservation- Mon-Sun – Beginning and Ending Times:

**Event Information**

Title of Event:	Group Size:		
Cost of Admission: (for spectators – if applicable)	Cost of Registration: (for other clubs – if applicable)		
Type of surface:	Indoor/Outdoor:	Max. Dimensions:	Min. Dimensions

**Equipment Information and Additional Details**

# of Chairs Needed:	# of Tables Needed:	Lining needed:
Other Equipment/Requests:		

**Other Information**

Who is organizing the logistics of this event?	Is the club planning to sell food/drinks at this event?
Is this a regular season event, tournament, conference, seminar, clinic, et?	What is the club specifically responsible for during this event?
<p>On behalf of my club, I will ensure that all participants understand and abide by all University of Minnesota and Department of Recreational Sports policies. I understand that failure to do so will jeopardize future use of all facilities by my club &amp; I am aware that if my club is not participating in the special event we will be expected to pay University rates for facilities rental. I have read the information on the back and will ensure that myself, my club and our guests will abide by these rules, regulations and restrictions in addition to the University and Sport Clubs Program policies, rules, and the Code of Conduct.</p>	
Signature: _____	Date: _____

**Over for more information.**

**SPECIAL EVENT REQUEST FORM****ATTENTION SPORT CLUBS**

All Special Event Requests must be submitted with ample time before the event takes place. Before committing to an event you must first obtain a facility reservation.

- Special Event (1 day event): Must be submitted at least 6 weeks prior to event, preferably 1 semester before.
- Major Special Event: (Longer than 1 day) Must be submitted at least one semester prior to competition, preferably two semesters prior.
- Special Event requests for Intercollegiate Athletic facilities must be submitted one year in advance for best chance of reserving the space, but at minimum one semester.

Clubs are allowed one special event per semester, totaling two special events per year free of charge within the Department of Recreational Sports facilities

**Signature:****Date:****RENTERS ARE RESPONSIBLE FOR READING AND ADHERING TO THE INFORMATION BELOW**

1. The possession and consumption of alcoholic beverages, tobacco products, and illegal drugs by Sport Club participants, opponent or guests during a Sport Club activity and on University property is prohibited.
2. Food and/or beverages are not permitted in the indoor facilities without permission from the Department of Recreational Sports. Please see Sport Club Program Coordinator if your club is interested in having food at your event.
3. The club is responsible for cleaning up any litter, debris, or other items left by participants. This needs to be done immediately after the conclusion of the activities. Fine will be pending if not followed.
4. If club, spectator, participant behavior is not acceptable, the club will be fined.
5. Cancellations or Change: The Sport Club Program Manager must be notified if a facility reservation needs to be canceled or changed in order to inform the Facility Manager of the cancellation. This notification must come two (2) business days prior to event, otherwise fine will be pending.
6. All participants must show proper photo ID to be admitted into facilities, unless arranged through the Sport Clubs Office 5 days prior to event.
7. Space is limited and is not guaranteed. Submit request well in advance to ensure that the space is available

**Signature:****Date:****Sport Clubs Program Code of Conduct**

8. The University of Minnesota has a standard of student conduct that applies to all members of Sport Clubs regardless of student status. Please refer to the Office of Judicial Affairs for a copy. Accordingly, the Sport Clubs Program has a standard of conduct for all affiliated clubs. Students in the Sport Clubs Program assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. When members participate in an event or club activity, they accept the responsibility of representing the University in a way that will not detract from the reputation of the institution. All club members and coaches will conduct themselves ethically and will display sportsmanship before, during and after an event. If I or the club has questions about the code of conduct, I will contact the Sport Clubs Program staff with my questions.

**Signature:****Date:**