

MISSOURI STATE UNIVERSITY

Facility Reservation Request

417-836-5772

Please Select a Field:

- ☐ Allison Stadium North (Field Hockey)
☐ Allison Stadium South (Soccer/Track)
☐ Allison Sand Volleyball

Complete this form and return at least 14 business days prior to the event for consideration. Completion of this application does not guarantee approval. Please email to HammonsStudentCenter@missouristate.edu or submit to the Missouri State Fields Administrative Offices in Hammons Student Center

Applicant Information (all fields on this page are required to process request)

☐ Student (M _____) ☐ Non-Member

☐ **Student Organization:** ☐ Yes ☐ No

Name: _____

(Must be active and registered with Office of Student Engagement)

Email: _____

Student Organization: _____

1st Phone: _____

Organization President: _____

2nd Phone: _____

Organization Advisor: _____

Local Address: _____

Tax Exempt? ☐ Yes ☐ No (If yes, provide letter)

Tax ID # _____ (Certificate Required)

☐ **Department:** _____

Billing Address: _____

Contact: _____

Contact Phone: _____

Please describe the purpose of your event and use of Betty and Bobby Allison Recreation Fields, Betty and Bobby Allison North, Betty and Bobby Allison South or Betty and Bobby Allison Sand Volleyball.

☐ **Off-Campus:** _____

Contact: _____

Contact Phone: _____

Tax Exempt? ☐ Yes ☐ No (If yes, provide letter)

Event Information

Event Date: _____ ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Event Time Frame: _____ - _____ Extra time before and after for setup/teardown: _____

Estimated Number in Attendance: Students: _____ Non-Students: _____

Is this a recurring event? ☐ Yes ☐ No If Yes, please explain: _____

Will food and/or beverages be served? ☐ Yes ☐ No

If yes, please explain. A food waiver may be required.

For Office Use Only

Staffing Needs:

Date Application Received: _____ Date Contacted: _____ Meeting Time: _____

Date Confirmed: _____ Date Paid: _____

Important Reservation Information

Event Guidelines

- Please leave the area in the same condition as you found it. Reservation holder will be responsible for any damage incurred during the event/activity.
- Participants must wear non-marking shoes while in the facility. No spikes or cleats permitted at any time.
- Unload and load street vehicles (cars, trucks, vans, pick-ups, etc.) on the street. Do not drive street vehicles on concrete, turf surfaces, sidewalks, or grass. Exceptions will require permission from the facilities staff.
- Golf cart type vehicles are NOT allowed.
- Pick up all trash in your event area. Reservation holder may be charged the current hourly grounds keeper/custodian labor rate should trash be left on the ground.
- The following is not permitted in the facility or on any outdoor fields or courts: fighting or profane language, tobacco products or e-cigarettes, drugs, alcohol, chewing gum, glass containers, sunflower seeds, metal cleats, pets (except for service animals), vehicles, grills, bicycles, skateboards, inline skates, golf equipment. Tables, chairs, stages, and staking/digging are not permitted on any field or sand volleyball courts.
- Any damages incurred during the event will be charged to applicant.
- Policies and Procedures: Reservation participants must comply with Facility Policies and Procedures during the reservation.

Cancellation Policy

Organizations: If a reserved space on the Allison Fields is not used (no show) and was not cancelled (via email, telephone, voice-mail, or visiting the appropriate office) within 72 hours prior to the event, all labor and set-up charges associated with the reservation will be charged to the sponsoring organization and the sponsoring student organization will receive a written warning. A second such occurrence will cause sponsor organization to lose Allison Field reservation privileges.

Agreement and Liability Waiver – (Individual participant waivers will be needed for off-campus and non-members)

By signing below, I agree to the following terms:

- **Agreement:** I understand that as a representative of the above named group or organization, I am agreeing to and have reviewed the Missouri State Athletic and Entertainment Facilities Policies and Procedures. In the case of damages to the field or equipment, I understand that my group or organization will be held responsible for the actual cost of repairs. I understand that non-athletic equipment cannot be used on the field and University policies regarding food and drink also apply to this space. I understand that if this reservation request is approved and I am an off-campus group, I must show proof of insurance and must sign and agree to the additional facilities use agreement.
- **Liability Waiver:** Knowing the risks and, in consideration of being permitted to participate in the recreational sports program at the University, I for myself and my personal representatives, heirs and assigns, do hereby hold harmless and release, waive, discharge, and covenant not to sue the Board of Governors of Missouri State University, its Board members, officers, and employees (hereinafter referred to as "MISSOURI STATE UNIVERSITY") from any and all claims or liability on account of death or injury to person or property of the undersigned of any kind or nature whatsoever arising out of, or in any way connected with the undersigned's participation in the program, even though the claim or liability may arise out of the negligence or carelessness on the part of MISSOURI STATE UNIVERSITY, or any third person, whether foreseen, known or unknown.

Signature_____

Date_____