

Facility Reservation Form

417.836.5334

CampusRecreation@missouristate.edu

Complete this form and return 14 business days prior to the event.
Completion of this application does not guarantee approval. Please submit
by fax to 417.836.8909, email to CampusRecreation@missouristate.edu or
submit to the Business Office in the Foster Recreation Center.

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

Member (M_____) Non-Member

Name: _____

Email: _____

Cell Phone: _____

Work Phone: _____

Local Address: _____

Billing Address: _____

Please describe the purpose of your event and use of
the Foster Recreation Center and/or Betty and Bobby
Allison Recreation Fields.

Student Organization: _____

Active Inactive

Organization President: _____

Organization Advisor: _____

Tax Exempt: No Yes (provide letter)

Payment Method: Cash Check Credit Card

Budget Number: _____

Department: _____

Contact: _____

Contact Phone: _____

Budget Number: _____

Off-Campus: _____

Contact: _____

Contact Phone: _____

Tax Exempt: No Yes (provide letter)

Payment Method: Cash Check Credit Card

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: _____

Age range of participants: _____ - _____

Will food and/or beverages be served? Yes No

If Yes, Please explain. To contact Dining Services call 417.836.5660 or visit their website at
www.dineoncampus.com/missouristate. A food waiver may be required.

For Office Use Only

Staffing Needs:

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

Date Confirmed: _____ Date Paid: _____

Recreational Resources

Aquatic Center (Exclusive):

MSU Active Student Organization: \$40/hour
MSU Campus: \$55/hour
Off-Campus: \$100/hour

Aquatic Center (Shared):

MSU Active Student Organization: \$25/hour
MSU Campus: \$40/hour
Off-Campus: \$70/hour

Aquatics Classroom:

MSU Active Student Organization: \$5/hour
MSU Campus: \$10/hour
Off-Campus: \$25/hour

Basketball/Volleyball Court:

Court 1 Court 2
MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$50/hour

Climbing Wall:

MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$30/hour

Conference Room:

MSU Active Student Organization: \$5/hour
MSU Campus: \$10/hour
Off-Campus: \$25/hour

Fitness Studio:

A B C
MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$25/hour

Multipurpose Activity Court:

MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$50/hour

Betty & Bobby Allison Recreation Fields

West (left) East (right)
MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$50/hour

Patio:

MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$50/hour

Sand Volleyball Court:

West (left) East (right)
MSU Active Student Organization: \$10/hour
MSU Campus: \$15/hour
Off-Campus: \$50/hour

Staffing

Member/MSU Active Student Org./MSU Campus: \$11/hour
Off-Campus 23/hour
 Custodial
 Lifeguards
 Building Manager
 Event Supervisor
 Officials
 Climbing Wall Attendant

Special Events

Cub Party - 1.5 hours

(1 hour activity, 30 min. in Aquatic Classroom)
FRC Members: \$150
MSU Active Student Organization: \$200/hour
MSU Campus: \$200
Off-Campus: \$200

Bear Party - 2 hours

(1.5 hour activity, 30 min. in Aquatic Classroom)
FRC Members: \$200
MSU Active Student Organization: \$250/hour
MSU Campus: \$250
Off-Campus: \$250

Project Graduation

Equipment Rental

Foster Recreation Center can rent equipment for your event; two weeks advance notice is required. Event staffing will be determined solely at the discretion of Campus Recreation management. All charges are per event unless otherwise noted. Please indicate quantity and/or check item needed for event.

If the courts are used for an event that is non-athletic, such as a banquet, the courts must be carpeted.

The following charges apply for carpet tiles:

One Court: \$22

Two Courts: \$44

Studio: \$11

Sports Equipment:

Member: \$1

Non-Member: \$2

Basketball: _____

Football: _____

Soccer Ball: _____

Volleyball: _____

Flip Score Chart: _____

Climbing Shoes:

Member: \$3

Non-Member: \$5

Quantity: _____

Scrimmage Vest:

Member: \$2

Non-Member: \$3

Quantity: _____

Laptop On Cart:

Member: \$45

Non-Member: \$150

Microphone (Headset):

Member: \$2

Non-Member: \$10

Microphone (Lapel):

Member: \$2

Non-Member: \$10

Portable Sound System:

Member: \$55

Non-Member: \$125

Quantity: _____

Presentation Cart:

Includes Projector

Member: \$50

Non-Member: \$150

Projector:

Member: \$25

Non-Member: \$100

Smartboard (Portable):

Member: No Cost

Non-Member: \$200

Smartboard (Aquatics Classroom):

Requires Staff

Member: No Cost

Non-Member: \$185

Portable Stages:

Member: \$5

Non-Member: \$10

Quantity (2): _____

Speaker Phone:

Member: \$5

Non-Member: \$10

Towels:

Member: \$0.10

Non-Member: \$0.20

Quantity: _____

Xbox Kinect:

Member: No Cost

Non-Member: \$50

Chairs:

Member: \$0.10

Non-Member: \$0.20

Quantity (235): _____

Tables (Round):

Member: \$1

Non-Member: \$2

Quantity (16): _____

Tables (Rectangle):

Member: \$0.50

Non-Member: \$1

Quantity (42): _____

Configuration of Room:

Layout of tables and chairs

Classroom

Dining

Hollow Square

Theater Style

U-Shape

No Charge Items:

Easels

Extension Cords

Table Tennis Equipment

Podium with Microphone

Projector Screen

Trash Cans

Wheelchair

Water at Fields

Electric at Fields

Important Reservation Information

Event Guidelines

Please leave the area in the same condition as you found it. You will be responsible for any damage incurred during your event. Here are some tips to avoid extra charges:

- Participants must wear non-marking shoes while in the facility. High heels, tap shoes or shoes with any type of marking ability will not be allowed on the courts or studios, unless protected by carpets.
- Unload and load street vehicles (cars, trucks, vans, pick-ups, etc.) on the street. Do not drive street vehicles on concrete, sidewalks or grass. Exceptions require written permission from the Grounds Superintendent.
- Golf cart type vehicles are allowed on sidewalks only and may not be parked in front of building. These vehicles are not allowed on grass or turf.
- Pick up all trash in your event area. You may be charged the current hourly grounds keeper/custodial labor rate should excessive trash be left on the ground.
- The following is not permitted in the facility, on the fields, or sand volleyball courts: fighting or profane language, smoking, drugs, alcohol, chewing gum, glass containers, sunflower seeds, metal cleats, pets (except for service animals), unauthorized vehicles, grills, bicycles, skateboards, inline skates, golf equipment. Also, not permitted on the fields or sand volleyball courts: tables, chairs, stages, and staking or digging.
- Any damages incurred during event will be charged to applicant
- Policies and Procedures: Reservation participants must comply with Campus Recreation Policies and Procedures during the reservation. For a comprehensive list see the Campus Recreation website: www.missouristate.edu/recreation

Cancellation Policy

Registered Active Student Organizations: If a reserved space in the FRC is not used (no show) and was not canceled through Campus Recreation (via e-mail, telephone, voice-mail, or visiting the office) within 72 hours prior to the event, all additional labor and set-up charges associated with the event will be charged to the sponsoring organization and the sponsoring student organization will receive a written warning. A second such occurrence in a semester will result in the same action. For a third occurrence in a semester, student organizations will lose FRC reservation privileges for the remainder of the academic semester. If the third no show occurrence happens on or after midterm of the current semester, then the organization will also lose reservation privileges in the FRC for the following semester.

MSU Events, Non-Active Student Organizations and Departments: If a reserved space in the FRC is not used (no show) and was not canceled through Campus Recreation (via e-mail, telephone, voice-mail, or visiting the office) within 72 hours prior to the event, all labor and set-up charges associated with the event will be charged to the sponsoring department and the department will receive a written warning. A second such no show occurrence in a semester will result in the same action. A third no show occurrence in a semester will result in a cancellation charge of \$25, to be charged to the sponsoring University department in addition to any other charges associated with the event.

Outside Groups: If a reserved space in the FRC is not used and was not canceled through Campus Recreation (via email, telephone, or visiting the office) at least 121 days prior to the event, fees will be assessed based on the following scale:

| | | | |
|------------|-----------------------------|-------------|----------------------------|
| 0-30 days | = 100% of estimated charges | 91-120 days | = 25% of estimated charges |
| 31-60 days | = 75% of estimated charges | 121+ days | = No fee assessed |
| 61-90 days | = 50% of estimated charges | | |

Agreement and Liability Waiver - (Individual participants 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 University Student Recreation 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 (such as, tables, chairs, stages, stakes, etc.) 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 Campus Recreation 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, Missouri State University, its Board members, officers, and employees (hereinafter collectively 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 _____