

Athletic Department Facility Reservation Request

Facility Required							
<input type="checkbox"/> Full Gym	<input type="checkbox"/> ½ Gym	<input type="checkbox"/> ¼ Gym	<input type="checkbox"/> Multi-Purpose	<input type="checkbox"/> Sports Field	<input type="checkbox"/> Ball Diamond	<input type="checkbox"/> Team Rooms	<input type="checkbox"/> Other
Facility Costs per hour – GST not included							
Full Gym \$130.00	½ Gym \$65.00	¼ Gym \$32.50	Multi-Purpose \$35.00	Sports Field - \$15.00 adult/ 16 or older	Sports Field - \$10.00 youth/ 15 or younger	Ball Diamond – no cost	
Dates Required							
From _____			To _____			Total Days _____	
Times Required							
From _____			To _____			Total Hours _____	
Customer Information/Billing Address							
Name							
Organization							
Street Address							
City							
Postal Code							
Phone Numbers							
Home Phone () -		Business Phone () -			Fax Phone () -		
Cell Phone () -		Number Expected =					
Purpose – Equipment needed – Special set-up instructions (Draw picture of set-up if necessary.)							
<hr/> <hr/> <hr/>							
Certificate of Liability Insurance Provided				Yes _____ No _____			

“I have read the applicable Georgian College Policies: Gymnasium User Fee Policy/Sports Field User Policy, and I hereby release the College, it’s Board of Governors, Agents, Officers, Student Government and Employees from any liability with respect to any damages or injures (including death) howsoever caused, while renting the Georgian College facilities for the time periods indicated.”

User Group Signed _____ Athletic Department _____

Dated _____ Dated _____

Office use only					
Date Received	Date Contacted	Date Confirmed	Date Copies Forwarded	Cost	

Note: When form is complete please return to Georgian College Athletic Department (705)722-1577 Fax (705)722-5181

1. Name of Group (If applicable)

2 Name and phone number of Contact Person Renting facilities

3. Address if applicable

4. Date(s)

5. # of participants

6. Event (what are they going to be doing)

7. Location of event – what should temperature be set to

8. Alcohol/food – served by The Last Class

9. Parking Requirements – guards are \$14/hour to monitor a parking gate or to reserve a parking lot

10. Cleaners – needed to keep bathrooms clean during function

11. Security – needed during event for safety
