



Lombardi Recreation Center

Facility Request Form



This request form is for approved University groups only. All others please contact University scheduling at: 775-784-6837
 Requested facilities will not be available for use until you have received a confirmation via email and have paid any charges due.

University Sponsoring Organization: _____

Event Title: _____

Full Description: _____

Contact Name: _____ Phone: _____

Email: _____ Fax: _____

Estimated No. of Participants: _____ Ages: _____ Estimated No. of Spectators: _____

Requested Facility	Event Start Date	Event Stop Date	Event Start Time <small>(Include set-up time)</small>	Event Stop Time <small>(Include clean-up time)</small>

OFFICE USE ONLY

Charges Due:

Description:	Amount
Total:	

Payment Type: _____

Approved: _____

Paid On: _____
(date)

Denied: _____

Receipt #: _____

Remarks: _____

Facility Personnel Completing Request: _____

Date Completed: _____

Attended SEAB: _____

N/A _____



FACILITY REQUEST POLICIES

POLICIES:

- Any university recognized group or organization wishing to schedule a CRW facility must fill out a **Facility Request Form** and return the completed form to Lombardi Recreation, Building 095, at least one business week prior to the event.
- Non-University groups must first contact UNR Scheduling Services at (775) 784-6837.
- CRW will only consider reservations of facilities for group sizes of 10 or more.
- Use of CRW Fitness and Recreation Center facilities is primarily reserved for students, faculty and staff. Student clubs with non-student participants may use the facility but their participating guests will be required to be accompanied by a member of the organization and pay the current guest fee per person per visit.
- Those reserving space within the building must stay in the areas agreed upon and must follow facility rules. Failure to do so may result in the revocation of facility access and loss of reservation privileges.
- Any group or organization that has reserved space is responsible for clean up at the end of the event.
- Facilities may be closed and/or reservations canceled due to special events, maintenance projects, and inclement weather.
- Appropriate attire for the requested facility must be worn by all participants.
- Any injury incurred within the CRW facility must be reported to a CRW Staff member.
- Outside vendors are prohibited unless approved by the University of Nevada, Reno.
- NO alcoholic beverages or illegal drugs may be consumed prior to or while using the facility. Any participant who appears to be intoxicated will be asked to leave.
- Individuals who engage in unacceptable, unsafe or irresponsible behavior may have their access to facilities revoked, modified and/or be subject to further University disciplinary action.
- **Authority and Responsibility:** CRW staff has the final authority in all decisions related to participant, spectator, and staff safety, potential facility damage, or non-compliance with facility guidelines and policies or staff requests. This includes the authority to modify or discontinue any activity. Event organizers are expected to support and assist the staff in all decisions.

FACILITY USE FEE SCHEDULE

General Facility Use

All groups requesting the use of Campus Recreation and Wellness facilities will be charged CRW's Day Fee per person, per day, plus any additional staffing as determined by Campus Recreation and Wellness.

Payment is required a minimum of one (1) business day prior to the event or the event will be removed from the schedule.

Camps and Extended Studies Programs

Camps being run through Extended Studies will be billed at the rate of \$10.00 per person, per week, plus staffing as determined by Campus Recreation and Wellness. Payment will be coordinated through Extended Studies.

Staffing Fees

Building Supervisor & Lifeguards	\$12.00 per hour
Building Staff	\$9.00 per hour
Custodial	\$48.00 per hour

FACTORS FOR APPROVAL

Requests for exclusive use of CRW facilities are based on the following factors:

- Compatibility of activity with facility use, function, and regulations.
- Facility availability based on established schedule and impact to primary users.
- Health and safety considerations for participants and potential damage to the facility.
- Availability of appropriate supervision for safety response and facility protection.

NOTE: CRW reserves the right to cancel any program that does not meet established rules and regulations, or when the requesting group is unable or unwilling to adequately perform all required duties and responsibilities related to the event. This also applies to outdoor reservations and weather conditions.

This is only a REQUEST for facility usage; in no way does this request constitute confirmation. CRW will contact you when your reservation has been confirmed or denied. If you are not contacted by email or phone two days prior to the event, please call 775-682-7038

As the representative for the group and the event requested on this form, I understand the regulations applying to the use of the University facilities and physical activity spaces supervised by CRW. **All facilities and equipment will be left in the condition in which they are found.** I will assume responsibility for the adherence to these regulations and policies if the request is approved. I also agree to play an active role in the event's planning and clean up.

Representative's Signature: _____

Date: _____