

**Recreation/Intramural Department
Eastern Michigan University
Facility Request Application/Contract**

University Rental Contract?
 ___ Yes ___ Waive
 Liability Insurance?
 ___ Yes ___ Waive

FACILITY REQUESTED (circle or highlight area)

Gym 1	Gym 2	Gym 3	Gym 4	Game Area
Combatives Room	Aerobics Studio	Utility Gym	5th Floor	2nd Floor Lounge
Lakehouse	Picnic Area	Patio	Outdoor Basketball	Outdoor Volleyball 1
Outdoor Volleyball 2	Amphitheatre	Pavillion	50M Pool	Club Pool
SB Complex (entire)	Sofball Field 1	Softball Field 2	Softball Field 3	Softball Field 4
Concession Stand	Warner Gym B	Warner Gym C	Warner 208	HHP Classroom
Van	Golf Cart	Other (please list):		

EVENT INFORMATION

Day(s) & Date(s) of Rental: _____

Event Start Time: _____ **Event End Time:** _____

Set-up Start Time: _____ **Clean-up End Time:** _____

Name of Rentee/Dept: _____

Contact Person: _____ **Contact Phone:** () - _____

Address: _____ **Email Address:** _____

EID#: _____

Name & Type of Event: _____ **Advisor Name:** _____

Sponsoring Organization: _____ **Advisor Phone:** () - _____

Expected # of Participants: _____

Details of Event: _____
 (please note equipment, set-up & staff needs)

SCHEDULE OF FEES (to be completed by Rec/IM Dept.)

Rental of Space:	_____	Staffing Fees:	_____
Equipment Fees:	_____	Preparation Fees:	_____
Clean-up Fees:	_____	Other Charges:	_____
Total	\$0.00		

RENTAL POLICIES

1. Applicant agrees that any activity conducted will be in accordance with all pertinent University Lessor regulations and policies as well as any applicable Federal, State, or local laws.
2. Any unusual expenses incurred by the University resulting from this activity shall be the responsibility of the applicant/lessee.
3. The applicant/lessee assumes all responsibility for any and all damages which occur during this g this event. Damages include those to any/all facilities within Eastern Michigan University.
4. Use of alcohol is strictly prohibited! If alcohol is detected, DPS will be called and appropriate action will take place.
5. Prepared foods must be provided by EMU Dining Services. Exceptions will require approval of Director or Vice President. Pre-packaged foods and beverages are permissible. Service of foods must be done by designated individuals, using protective gloves for food handling. Sterilized service utensils must be used when serving foods such as, but not limited to, cookies, chips, nuts, or any other loose pre-packaged items.
6. External groups may be required to complete University Rental Contract and provide liability insurance.

Note: Please read the rental policies carefully. Sponsoring organization agrees to abide by all Federal, State, and local laws as well as Eastern Michigan University regulations. Please refer to the above (and any further attached) guidelines for policies for use of EMU facilities and services. Changes to application/contract must be confirmed by the Rec/IM Department. Lessee agrees to indemnify, defend, and hold harmless EMU and its regents, officers, employees, agents and students from all demands, claims, suits, actions, or liabilities resulting from injuries, sickness, or death to any person or property loss by customer, EMU, or any other person or entity, arising out of or resulting from the use of the Facility, or space therein, by customer, its officers, employees, members, agents or invitees.

 Applicant/Lessee Signature Date

 Rec/IM Rep./Lessor Signature Date

Payment Information: (please attach payment receipt)

Date Paid: _____ Amount Paid: _____

Form: ___ cash ___ check ___ VI / MC / DIS

Org/Fund/Prog _____

Account (object code) _____