

Facility Requested

Gym 1	Gym 2	Gym 3	Gym 4	Game Area
Combatives Room	Aerobics Studio	Utility gym	5th Floor	2nd Floor Lounge
Lake house	Picnic Area	Patio	Outdoor Basketball	Outdoor Vball 1
Outdoor Vball 2	Amphitheatre	Pavilion	50M Pool	Club Pool
SB Complex	Rec/IM Entire			

Event Date _____
 Event Start Time _____ am/pm Event End Time _____ am/pm
 Setup Time _____ am/pm Break-down Time _____ am/pm
 Room Set-up: N/A See Details

Name of Group _____ Affiliated/ Non-Affiliated
 1st Contact _____ Contact Phone () _____
 Address: _____
 EID # _____ Email Address _____
 Tax Exempt Number: _____
 2nd Contact _____ Contact Phone () _____
 Advisor Name _____ Advisor Phone () _____

Catering: Y/N Vendors: Y/N Ticket Sales: Y/N Expected # _____
 EMU Students Only: Y/N
 Guest # _____
 Public/Private _____

Risk levels input after completing "Student Organization Special Event Request Form"

Risk Level <small>(circle one)</small>	Risk Points
Low	
Medium	
High	

Additional Details

Equipment	Tables (#)	Chairs (#)	Sound System	Van
	Staff Hours (#)	Water Coolers	Projector Screen	

Fees	Rental of Space		Staffing Fees	
	Equipment Fees		Preparation Fees	
	Clean-up Fees		Other Charges	
	Total Fees			

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. Any unusual expense incurred by the University resulting from activity shall be the responsibility of the applicant/ lessee.

The applicant/ lessee assumes all responsibility for any and all damages which occur during this event. Damages include those to any/all facilities within Eastern Michigan University.

Use of alcohol is strictly prohibited! If alcohol is detected, DPS will be call and appropriate action will take place

Prepared foods must be provided by EMU Dining Services. Exceptions will require approval of Director or Vice President. Pre-packages 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.

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 Signa Date

Payment information: (attach receipts)
Date Paid: _____ Amount Paid: _____
Cash ___ Check ___ VI/MC/DIS ___
Org/ Fund/ Prog _____

Account (object code)
EMS # _____