

*Georgia Southern University*  
**Campus Recreation & Intramurals**  
*Facility Management*

PO Box 8078  
(o)912-681-5436  
(f) 912-871-1892  
C/O Lashica Thomas

Received by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

**Reservation Request Form**

All requests for recreational facilities must be made by completing **all spaces** on the reservation request form and turning it into the facility coordinator at the Recreation Activity Center. **\*THIS FORM IS A REQUEST ONLY! YOUR RESERVATION IS NOT FINAL UNTIL YOU HAVE RECEIVED A CONFIRMATION FROM THE RESERVATIONS OFFICE.\***

**DATE OF ACTIVITY:** \_\_\_\_\_ **Attendance Expected:** \_\_\_\_\_

**Name or Dept.** \_\_\_\_\_

**Eagle Identification Number:** \_\_\_\_\_

**GSU Affiliation:** Student Org. \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Department \_\_\_\_\_ Community \_\_\_\_\_

**Address/ P.O. Box:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Location Desired:** \_\_\_\_\_

**Time of Activity:** \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**Description of Activity:** \_\_\_\_\_

**Name of event contact:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Event Contact** **Phone:** (H) \_\_\_\_\_ (W) \_\_\_\_\_  
**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Organizational Presidents Signature**

\_\_\_\_\_  
**Organizational Advisors Signature**

\*Attach Additional Detailed information if necessary:

\_\_\_\_\_

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**Follow up Questions for Reservation**

**Cost of Admission and/or cost of items to be sold. Describe items to be sold.** \_\_\_\_\_

\_\_\_\_\_

**Special Equipment Needed:** Floor coverings \_\_\_\_ Sound System \_\_\_\_ Speakers \_\_\_\_ Microphone \_\_\_\_  
Microphone Stand \_\_\_\_ Extension Chords \_\_\_\_ Stage/ Steps \_\_\_\_ Tables 6ft \_\_\_\_ SK Tables \_\_\_\_ Brown  
Chairs \_\_\_\_ Gray Chairs \_\_\_\_ Red Chairs \_\_\_\_ Dry Erase Board \_\_\_\_ Television/VCR \_\_\_\_ LCD  
Projector \_\_\_\_ Laptop Computer \_\_\_\_ Karaoke Machine \_\_\_\_ Lectern with Microphone \_\_\_\_ Projection  
Screen \_\_\_\_ Volleyball Net \_\_\_\_ Walleyball Net \_\_\_\_ Ping Pong Table \_\_\_\_ Bleachers \_\_\_\_  
Trash Cans \_\_\_\_ Bingo Equipment \_\_\_\_ Outdoors Volleyball Equipment \_\_\_\_ Radios (2-way) \_\_\_\_  
Skirting \_\_\_\_ Cooler \_\_\_\_

**Food or Beverage at the event?**                      YES                      NO

**If so, describe the type and amount of food and/or beverages that will be available at the event (be very specific)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only**

**Reservation Fee:** \_\_\_\_\_

**Security Personnel required:** \_\_\_\_\_

**Total Charge:** \_\_\_\_\_

**Number in Attendance:** \_\_\_\_\_

**Setup Staff Needed:** \_\_\_\_\_

**Custodial Needed:** \_\_\_\_\_

\_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Event Staff Needed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_