



**Texas A&M University
Department of Recreational Sports
Penberthy Field Request**

A Recreational Sports Facility Reservation Form must be filled out and accompany this form. (Reservation forms can be picked up in office 202 in the Rec Center or from the Rec Website at recsports@tamu.edu This form must be reviewed by Bob Marcotte, (Penberthy Foreman) who is located at the Penberthy Complex. Return signed request to the Reservation Desk, Room 202, Student Rec Center, to be processed. Medics and Officials are required for all sporting events held at the Penberthy Complex. TIPS (Tournament Information and Programming Services) are available to help groups organize and reserve officials. Please contact Jerrod Jackson at 845-2166 or email him at jjackson@rec.tamu.edu to set up an appointment to reserve the Officials for your event. Medics will be assigned to each event by Recreational Sports Department.

Event Information:

Event Contact Person	
Contact Person Phone #	
Activity to be conducted	
Date of Event	
Number of Fields	

Special Accommodations:

	Yes	No	Cost Estimate
Goal Setup			
Fields Marked			
Security			
Parking			
Trash /Cleanup			
Equipment			

Event Personnel

Event Personnel	# of Personnel	Hourly Rate	# of Hours	Total
Event Supervisor		\$16.00 per hour		
Medic		\$17.00 per hour		
Intramural Supervisor		\$16.00 per hour		
Officials		\$14.00 per hour		

Event Specifics

List the Sport(s) that you plan to play:	
Are your Participants: (please mark one)	
A&M Students only	<input type="checkbox"/>
A&M Students & Local Community	<input type="checkbox"/>
State and or Regional participants	<input type="checkbox"/>
Number of Teams Anticipated:	
Field Preparations (check all that apply)	
Goal Set up	<input type="checkbox"/>
Fields Chalked	<input type="checkbox"/>
Fields Painted	<input type="checkbox"/>

*** IMPORTANT: set your team registration deadlines at least two weeks prior to your event. This will enable you to make adjustments to your facility and or staffing needs.**

FOR DEPARTMENT USE ONLY

____APPROVED subject to:

_____DENIED for the following reason:

Bob Marcotte Date

Organization Representative Date