



Facility Reservation Request

You can reference the Sport Club Guidebook; Chapter 5: Facilities & Equipment for facilities use policies, rentals, scheduling, reservations, event planning, etc... Only include one request per form.

Club name: _____	Date: _____
Submitted by: _____	Phone: _____
Officer Position: _____	
E-mail address: _____	

Event Requests

Event Name: _____

Type of event (circle one): Game Tournament Meeting Other: _____

The start time should indicate when you need to enter the facility, not the start time of the event. The end time should indicate when you will complete the event including break down and clean-up.

Date	Day	Facility Requested	Start Time	End Time

Alternate Date(s): _____

Practice Requests

Beginning date: _____ **Ending Date:** _____

Semester Requested (circle one): Fall Spring Summer

Day	Facility Requested	Start Time	End Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Listed below are the facility hours for the 2014-2015 year. Hours are subject to change; please check the Rec Sports website (recsports.tamu.edu) for updates. A sport club can host two events without a facility usage fee in a Rec facility per academic year. Clubs will be billed for early openings, late closings, and any events exceeding the two currently permitted at no charge.

Student Rec Center	Penberthy Rec Sports Complex	PEAP Building
Sunday – Thursday: 6 am – Midnight	Sunday– Thursday: 4 - 10 pm	Sunday – Thursday:
Friday: 6 am – 11 pm	Friday: 4 - 8 pm	5p—midnight
Saturday: 8 am – 11 pm	Saturday: 12 - 6 pm	Friday—6pm—10pm
		Saturday: Closed