



Partnership Application

Department of Recreational Sports

*** Application must be submitted with a completed facility reservation form.**

Section I: Contact Information

Name of Organization/Group: _____
Name of person making request: _____
Cell/primary phone: _____

Date submitted: _____
E-mail address: _____
Office/home phone: _____

Section II: Event Information

Date of event: _____ Name of Event: _____
Description of the event: _____

Anticipated number of people in attendance: _____

The event is open to: ___ A&M Students/ Rec Members ___ Faculty/Staff ___ Minors (under age of 18) ___ General Public

Type of event: ___ Meal ___ Meeting/seminar ___ Dance/social ___ Sport tournament/games

Other (specify) _____

Are you charging a fee for people/groups/teams to participate: yes ___ no ___ If yes, how much: \$ _____

Has your group/organization received a Dept. of Recreational Sports partnership in the past? Yes ___ no ___ if yes, please list month and year: _____

Section III: Justification for Partnership

Briefly describe how the Department of Recreational Sports and its members will benefit by partnering with your event: _____

Section IV: Budget and Vendors

Please attach an itemized budget for the event including anticipated expenses and income. If you have corporate vendors/sponsors, please list the names of the vendors and the products (if applicable) they wish to distribute to the participants.

Section V: Partnership Request

Please attach the Dept. of Recreational Sports Facility Reservation form to this request with all appropriate sections completed. If approved, your allocation will be based upon the information submitted. Any changes made after the partnership application has been processed may result in charges to the organization/group.

Facility and Room Total \$ _____
Equipment Total \$ _____
Other Total (1/2 price Guest Passes) \$ _____
Total \$ _____
Amount Requested for Partnership \$ _____

Office Use only	
Approved _____	Denied _____
Room/Facilities	\$ _____
Equipment	\$ _____
Other	\$ _____
Partnership Total	\$ _____
Rick Hall- Director of Recreational Sports	
Signature _____	
Date: _____	