

Raymond B. Preston Health & Activities Center EVENT RESERVATION REQUEST

APPLICANT INFORMATION (all fields on this page are required to process request)

Date of Request: ______ FOR QUESTION IMREC SPO

THIS FORM MUST BE COMPLETED AND RETURNED

NO LATER THAN 7 BUSINESS DAYS PRIOR

TO THE SCHEDULED EVENT. PLEASE NOTE THAT COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL OF REQUEST.

FOR QUESTIONS & CONCERNS, PLEASE CALL THE IMREC SPORTS OFFICE AT (270) 745-6060

Name:				
Dept. Group Organizatior	າ:			
Street Address:				
Address2:				
City:	Sta	ate:ZipCode:	ZipCode:	
Applicant's e-mail:				
Applicant's Phone:		Is your group a Student Organization?: YES	NO	
EVENT INFORMATION (all fields on this page a	are required	to process request) Type of Event:		
For multiple day events, _l	olease list all d	lates + times:		

EVENT INFORMATION (continued) (all fields on this page are required to process request)

Event Date:	Event Start Time	(including setu	o) :	_ Event End Time:				
Estimated Number of Attendees:		Age	Range of Participa	nts:				
Will the event include food and/	or beverages:	YES	NO					
If yes, please explain what type of food/beverages:								
ADDITONAL NEEDS (check fields that apply to y		• • • •	• • • • • • • • •					
# of chairs:	audio/video equipment need:			electrical:				
# of tables:	stage:			trash cans:				
Additional Room Setup Request(s):								
Please describe the purpose of your event and the need for using the Preston Health & Activities Center:								

RECREATION FACILITY SPACES

please select only the facility/facilities that you would like to reserve for your event.

FULL FACILITY		BILL POWELL NATATORIUM Time:			
COST: \$200/hour + possible staffing costs*		COST PER LANE: \$10/hour + possible lifeguard & staffing costs*			
RACQUETBALL COURT Time: Preferred Court(s):		COST FOR ENTIRE POOL: \$100/hour + possible			
		lifeguard & staffing costs*			
		• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •		
Court #1	Court #2	MEETING ROOMS	Time:		
Court #3	Court #4	DANCE STUDIO			
Court #5	Court #6	COST: \$40/hour + possible staffing costs*			
COST (PER COURT): \$10/hou	ur + possible staffing costs*	PRESTON FAMILY FOUNDATION MEETING ROOM COST: \$40/hour + possible staffing costs*			
GYMNASIUM					
	our L possible staffing costs*	MULTI-PURPOSE ROOM			
COST (PER FULL GYM) : \$150/hour + possible staffing costs*		RENTAL FEE <u>WITH</u> EQUIPMENT			
		WKU GROUP			
HARDWOOD COURTS	Time:	COST: \$50/hour	+ possible staffing costs*		
C 11.1	Ct #2	NON-WKU GROUP			
Court #1	Court #2	COST: \$75/hour + possible staffing costs*			
Court #5	Court #6	RENTAL FEE <u>WITHOUT</u> EQUIPMENT			
		WKU GROUP			
COST (PER COURT): \$25/hou	r + possible staffing costs*	COST: \$25/hour + possible staffing costs*			
• • • • • • • • • • • • • • • • • • • •		NON-WKU GROUP			
BLUE COURTS	Time:	COST: \$50/hour	+ possible staffing costs*		
Court #1	Court #3	costs may be inc	t additional staffing urred due to usage		
COST (PER COURT): \$25/hour + possible staffing costs*		outside of hours or if numbers exceed normal amount of demand.			
	• • • • • • • • • • • • • • • • • • • •	SUMBMIT COMPLETED F	ORMS BY CLICKING SUBMIT		
WALKING TRACK		JOINDINIII COMII LETEDT	Charle by Chicking Sobivit		

Per Kentucky Legislation, effective July 1, 2018, a 6% sales tax is required on all reservations of the pool or gym courts.

COST: \$15/hour + possible staffing costs*

COMPLETED FORMS CAN ALSO BE EMAILED TO CANDICE DOUGLAS (candice.douglas@wku.edu)

OR

RETURN TO THE BUSINESS OFFICE IN THE PRESTON HEALTH & ACTIVITIES CENTER