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

Event Date: \_\_\_\_\_ Event Start Time (including setup): \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Age Range of Participants: \_\_\_\_\_

Will the event include food and/or beverages:      YES      NO

If yes, please explain what type of food/beverages:

\_\_\_\_\_

\_\_\_\_\_

.....

ADDITIONAL NEEDS  
(check fields that apply to your event)

|                    |                                   |                   |
|--------------------|-----------------------------------|-------------------|
| # 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

COST: \$200/hour + possible staffing costs\*

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## RACQUETBALL COURT Time: \_\_\_\_\_

Preferred Court(s):

|          |          |
|----------|----------|
| Court #1 | Court #2 |
| Court #3 | Court #4 |
| Court #5 | Court #6 |

COST (PER COURT): \$10/hour + possible staffing costs\*

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## GYMNASIUM

COST (PER FULL GYM) : \$150/hour + possible staffing costs\*

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## HARDWOOD COURTS Time: \_\_\_\_\_

|          |          |
|----------|----------|
| Court #1 | Court #2 |
| Court #5 | Court #6 |

COST (PER COURT): \$25/hour + possible staffing costs\*

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## BLUE COURTS Time: \_\_\_\_\_

|          |          |
|----------|----------|
| Court #1 | Court #3 |
|----------|----------|

COST (PER COURT): \$25/hour + possible staffing costs\*

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## WALKING TRACK

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

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

## BILL POWELL NATATORIUM Time: \_\_\_\_\_

COST PER LANE: \$10/hour + possible lifeguard &  
staffing costs\*

COST FOR ENTIRE POOL: \$100/hour + possible  
lifeguard & staffing costs\*

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## MEETING ROOMS Time: \_\_\_\_\_

### DANCE STUDIO

COST: \$40/hour + possible staffing costs\*

### PRESTON FAMILY FOUNDATION MEETING ROOM

COST: \$40/hour + possible staffing costs\*

### MULTI-PURPOSE ROOM

#### RENTAL FEE WITH EQUIPMENT

##### WKU GROUP

COST: \$50/hour + possible staffing costs\*

##### NON-WKU GROUP

COST: \$75/hour + possible staffing costs\*

#### RENTAL FEE WITHOUT EQUIPMENT

##### WKU GROUP

COST: \$25/hour + possible staffing costs\*

##### NON-WKU GROUP

COST: \$50/hour + possible staffing costs\*

\*please note that additional staffing  
costs may be incurred due to usage  
outside of hours or if numbers  
exceed normal amount of demand.

SUMBMIT COMPLETED FORMS BY CLICKING SUBMIT

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