



VITERBO UNIVERSITY
DEPARTMENT OF
RECREATIONAL SPORTS

Viterbo University Sport Clubs

Department of Recreational Sports

Home Event Request Form

Club: _____

Date Submitted: _____

Officer Contact: _____

Phone #: _____

Event: _____

Date of event: _____

Set-up Time: _____

Start Time: _____

End Time: _____

Teardown: _____

**Club members are expected to help with set-up & clean-up for their home events. Please check with the Event Supervisor before leaving the event.*

Area(s) requested for event:

AMIE L. MATHY CENTER

- ☐ Lobby Area
- ☐ Fitness Center
- ☐ Multi-Purpose Room
- ☐ First FI Conference Room
- ☐ Second FI Conference Room
- ☐ Indoor Track
- ☐ All Courts
- ☐ Court #1
- ☐ Court #2
- ☐ Court #3
- ☐ Fitness Center
- ☐ Other: _____

OUTDOOR FIELDS

- ☐ Practice Field
- ☐ Game Field
- ☐ Softball Diamond
- ☐ Baseball Diamond
- ☐ Concessions

OFF CAMPUS LOCATION

☐ _____

Setup/Equipment Needs (attach field dimensions if needed):

** Please check with appropriate facility staff for facility requirements as well as set-up and clean-up instructions.*

Personnel Needs:

Supervisor 1 (must be University employee):	
Supervisor 2 (must be University employee):	
Athletic Trainer 1 (must be certified ATC):	
Athletic Trainer 2 (must be certified ATC):	
Athletic Trainer 3 (must be certified ATC):	
Other:	
Other:	
Other:	
Other:	

Will there be an admission charge for this event? ☐ Yes
☐ No

If yes, how much will the charge be (per person, team, etc...)? _____

What is your estimated end time? _____

Attach the following:

1. Club Roster (of those participating)
2. A list of all teams/affiliations attending
3. Event Schedule (game schedule/tournament brackets)
4. Day of itinerary

**All updates must be provided within 48 hours of the event.*

For Office Use Only

Date Received: _____

Event Request Approved: YES | NO Date: _____

If Denied, rationale: _____

Follow Up: EMAIL | IN PERSON | PHONE _____