

# Facility Usage Request Form

**Special Olympics**  
Alaska



Organization Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Requester Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Day of Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s): \_\_\_\_\_ Gate/Doors Open: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Function: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

\*Preferred Meeting Setup:  Classroom style  Conference (Hollow Square)  U-Shape

*\*Please note user is responsible for setup, maintaining and resetting room.*

Submitted certificate of insurance naming Special Olympics Alaska as additionally insured.

Reviewed Special Olympics Alaska Sports, Health and Wellness Center Policy.

## PLEASE CHECK THE CAMPUS LOCATIONS AND SERVICES YOU ARE REQUESTING:

- |   |  |
|---|--|
| <input type="checkbox"/> Upper Classroom - \$75 per hour*                 | <input type="checkbox"/> Elevator Use                  |
| <input type="checkbox"/> Lower Classroom - \$50 per hour*                 | <input type="checkbox"/> Wi-Fi                         |
| <input type="checkbox"/> Track – included with Gym                        | <input type="checkbox"/> Projector/Screen              |
| <input type="checkbox"/> Main Gymnasium - \$100 per hour*                 | <input type="checkbox"/> Smartboard                    |
| <input type="checkbox"/> Fitness Center - \$50 per hour, must be trained* | <input type="checkbox"/> Other (Please explain): _____ |
| <input type="checkbox"/> Locker Rooms - included with Gym                 | _____  |
| <input type="checkbox"/> South Lawn (Outside) – please call               | _____  |
| <input type="checkbox"/> Kitchen - \$75 per hour*                         | _____  |
| <input type="checkbox"/> Other (Please explain): _____                    |  |

\*Hourly prices shown above will increase by \$50 per hour for reservations outside of normal business hours (M-F, 8:30am-5:00pm).

Additional Notes: \_\_\_\_\_

**Please call us at 907-222-7625 ext. 611 to confirm your event at least 24 hours prior to your scheduled start:**

User signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed by Special Olympics Alaska:

Approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entrance Use:

- East (Gym, Upper Training Room)  Admin (Lower Training Room)  Main (Used for public events only)