

Non-Profit Organization 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:

- Upper Classroom - \$65 per hour
- Lower Classroom - \$40 per hour
- Track – included with Gym
- Main Gymnasium - \$90 per hour
- Fitness Center - \$40 per hour, must be trained
- Locker Rooms - included with Gym
- South Lawn (Outside) – please call
- Kitchen - \$65 per hour
- Other (Please explain): _____

- Elevator Use
- Wi-Fi
- Computer
- Conference Phone
- Projector/Screen
- Smartboard
- Other (Please explain): _____

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)

Special Olympics Alaska

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