

# 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
- Projector/Screen
- Smartboard
- Other (Please explain): \_\_\_\_\_

\*Hourly prices shown above will increase by \$25 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)