SUNY PLATTSBURGH
RECREATION FACILITY RESERVATION FORM

(Name of organization) reservation request for
_____ Memorial Gym _____ Memorial Fields _____ Memorial Pool
on__________________ (date); Time _____ to _____ for (Type of event)_____________________

Equipment request_____________________________________________________________________

Special requirements_____________________________________________________________________

Contact Information (Print clearly)

Name: ____________________________________________________________
E-mail: ____________________________________________________________
Phone: ____________________________________________________________

The organization agrees to abide by the following regulations when using either gym for their event. Failure to follow the regulations, the future requests will be denied.

✓ Only SUNY Plattsburgh current faculty, staff or students may participate in event, unless otherwise approved. ID’s will be required to participate in event. If holding any approved event is open to public, the organizing club will act as host. The Club will be responsible to submit readable team rosters if a tournament or an event sign-in form to supervisors. Club will be responsible to help clear everyone out of gym at end of event. Any one entering the gym must have ID card.
✓ Memorial gym will not be available for basketball tournament fund raisers by student organizations.
✓ NO food or drinks in gym.
✓ NO TAPE ON FLOOR
✓ Organization will make sure gym is picked up and everything returned at the end of event.
✓ The bleachers are NOT AVAILABLE. They are motorized and at NO TIME can they be moved by hand. Either in or out. DO NOT TOUCH.
✓ Sound system in Memorial gym is not available.
✓ If using Sibley, must inform participants that they must enter and exit gym quietly. (No bouncing balls or loud noise in hallways). This is an academic building.
✓ If CLUBS ARE GOING TO CANCEL EVENT, PLEASE NOTIFY Karen Waterbury

wileyks@plattsburgh.edu

RECREATION SUPERVISOR, please fill in and put on Karen Waterbury desk at end of night. Number of participants__________General Observations (any problems, gym picked up, etc).

_______________________________ Approved ____________ On Calendar ___________ Copy to REC Office