

# ATHLETIC FACILITY RENTAL REQUEST FORM



Thank you for your interest in hosting an event with University of Arkansas Athletics. Please complete this rental request form to begin the reservation process. This rental request **DOES NOT** guarantee space availability. Once completed, please email to Athletic Facilities office at [areko@uark.edu](mailto:areko@uark.edu). Once we have reviewed your request, we will contact you to confirm or discuss your event. Submission of this form is acknowledgment that there **WILL BE** costs associated with your event. A cost estimate will be generated from the information provided and sent to you.

<b>EVENT NAME:</b>		<b>FACILITY:</b>	
<b>NATURE OF EVENT:</b>			
<b>SPONSORING/REQUESTING ORGANIZATION:</b>			
<b>ADDRESS, CITY, STATE, ZIP:</b>			
<b>ON SITE CONTACT:</b>		<b>PHONE:</b>	<b>EMAIL:</b>
<b>EVENT DATE (S):</b>			
<small>PLEASE PROVIDE BEST ESTIMATED TIMES FOR THE FOLLOWING</small>		<b>TICKETED</b>	<b>EST. ATTENDANCE:</b>
<b>ON SITE/SETUP:</b>		<b>ALCOHOL</b>	ALL ALCOHOL MUST BE SERVED BY LEVY
<b>DOORS:</b>		<b>CATERING</b>	<b>COMPANY:</b>
<b>EVENT START:</b>		<small>CATERERS OTHER THAN LEVY MUST BE APPROVED BY THE ATHLETIC DEPT. BUY OUT FEE MAY APPLY.</small>	
<b>EVENT END:</b>		<b>USE OF THIRD-PARTY VENDORS</b>	
<b>LOAD OUT:</b>		<b>COMPANIES:</b>	
		<small>ALL THIRD-PARTY COMPANIES MUST BE APPROVED BY ATHL. DEPARTMENT</small>	
<b>SETUP NEEDS:</b>			
<b>UNIVERSITY USERS MUST SUPPLY THE ATHL. DEPARTMENT A COST CENTER NUMBER</b>			
<small>OFFICE USE ONLY:</small>			
TOTAL ESTIMATED COST: _____		SEE ATTACHED COST ESTIMATE FOR DETAILS	
_____ <small>RAZORBACKS FAC. DEPT. AUTHORITY APPROVAL</small>		_____ <small>SIGNATURE OF FAC. COORDINATOR</small>	
_____ <small>DIR. OF OPERATIONS SIGNATURE</small>		_____ <small>DEPT. HEAD/HEAD COACH SIGNATURE</small>	
_____ <small>U OF ALEGAL SIGNATURE/COMPLIANCE</small>		_____ <small>DATE</small>	
<b>NOTES:</b>			

<b>DATE</b>	_____
<b>COST ESTIMATE SENT</b>	_____
<b>INSURANCE RECEIVED</b>	_____
<b>SENT FOR APPROVAL</b>	_____
<b>SENT TO REQ. FOR CONFIRMATION</b>	_____
<b>SENT FOR INVOICE</b>	_____