

ATHLETIC FACILITY RENTAL REQUEST FORM

Saint Louis University Athletics

Thank you for your interest in hosting an event at one of our athletic facilities. Please complete this rental request form to begin the reservation process. All requests must be submitted at least 20 days prior to the requested event date(s) and this facility request does not guarantee space availability. Once completed, please email or fax to Bryton Curtis at bcurtis1@slu.edu or 314/977-3178. Once we have reviewed your request we will contact you to confirm or discuss your event. Please allow 2-3 business days for a response. Today's Date (date request submitted): _____

CONTACT INFORMATION

Primary event contact:

Billing address:

City:

State:

ZIP Code:

Phone #:

Cell #:

Email:

Name of organization:

EVENT INFORMATION

Requested event date(s):

2nd choice (if applicable):

Event name:

Number of guests/attendees:

Event start time(s):

Event end time(s):

Age range of attendees:

Setup requested:

Date:

Time:

Admission standards:

Ticketed

Invitation

Open to Public

University Group/Department

Need for parking: Yes No

If yes, number of spaces:

Fred Weber lot:

Olive/Compton garage:

Space requested:

Chaifetz Arena

Chaifetz Pavilion

Baseball complex

Softball complex

Hermann Stadium

Soccer practice field

Med Campus – Track and Field

EVENT SETUP DETAILS

Event description:

Anticipated A/V or PA needs:

Do you need stadium lights? Yes No

Is security/public safety needed for the event? Yes No

Will this event have food/be catered? Yes No If yes, please specify

Does this event need locker rooms? Yes No If yes, how many?

Are tables and chairs needed for the event? Yes No _____ # of tables _____ # of chairs

OTHER

1. Receipt of request DOES NOT equal confirmation. Your event is not confirmed until Billiken Athletics receives completed form and NOTIFIES you of approval.
2. By submitting this rental request form. I understand and will ensure all University policies and procedures will be followed.
3. Events may not be publicized until confirmed by Billiken Athletics.
4. Users must abide by all fire, safety, traffic, parking and public safety requirements of Saint Louis University.
5. Smoking is not permitted in any University facility.
6. Chaifetz Arena and Billiken Athletics reserve the right to cancel the reservation if it conflicts in any way with the general policy of the University regarding special events. Chaifetz Arena and Billiken Athletics reserve the right to change reservations to other spaces with the understanding that, if possible, comparable facilities will be provided when the change is necessary.
7. Certificate of insurance naming Saint Louis University as additionally insured in the sum of \$1,000,000 per occurrence and \$3,000,000 aggregate is required for all external groups.
8. Saint Louis University and the Department of Athletics will be held free of all responsibility and liability, financial or otherwise involved in the rental of this facility. The Department of Athletics is in no way responsible for any damage to, or loss of, equipment, etc. used by your group. Groups may be assessed additional charges for damages to facilities, equipment, etc.

OFFICE USE ONLY

Rental charge amount: _____ Due: _____ Received: _____

Deposit amount: _____ Due: _____ Received: _____

Balance: _____ Due: _____ Received: _____

General liability insurance required: Yes No Due: _____ Received: _____