

Date Received: _____

Date Processed: _____

**UNIVERSITY OF ARKANSAS
INTRAMURAL/RECREATIONAL SPORTS
HPER BUILDING FACILITY RESERVATION FORM**

INSTRUCTIONS: Complete the front and back of this form as completely as possible. If you are requesting multiple rooms with different use times then write the days and/or times for each room in the space provided. Additional copies of this form can also be used for multiple room requests. When applicable, a copy of the completed form will be returned to you with the necessary instructions. Incomplete forms will not be processed.

EVENT: _____

SPONSORING ORGANIZATION: _____

IS THE SPONSORING ORGANIZATION A REGISTERED STUDENT ORGANIZATION? Yes _____ No _____

IF NO, THEN WHAT TYPE OF ORGANIZATION IS IT? IMRS _____ ACADEMIC _____ ATHLETIC _____
NON-UNIVERSITY AFFILIATED _____

DAY(S) OF THE WEEK REQUESTED	DATE(S)	TIME(S)
_____	_____	_____
_____	_____	_____
_____	_____	_____

FACILITIES REQUESTED: PLEASE CHECK OR ENTER DAYS/TIMES FOR THE APPROPRIATE FACILITIES

HPER Natatorium (208)	_____	Fitness Center	_____
Lanes	Shallow Deep (Circle)	Multi-Purpose Room (320)	_____
Gym	#1 _____	Dance Studio	A (216) _____
	#2 _____		B (220) _____
	#3 _____	IMRS Conference (240)	_____
	#4 _____	Student Lounge	_____
Classroom(s)	103 _____	Racquetball Court(s)	
	311 _____	#1	_____ #6 _____
	315 _____	#2	_____ #7 _____
	316 _____	#3	_____ #8 _____
	318 _____	#4	_____ #9 _____
	319 _____	#5	_____ #10 _____
	323 _____	Other	_____

NOTE: IF EQUIPMENT IS REQUIRED, PLEASE COMPLETE THE EQUIPMENT REQUEST FORM AS WELL

ESTIMATED NUMBER OF PEOPLE ATTENDING THIS EVENT: Female _____ Male _____ Total _____

METHOD OF PAYMENT: cash/check _____ cost center _____ (cc# _____)

