



# Northeastern University Club Sports Facility Request Form

***This form must be submitted at least one week in advance of the requested date.***

Today's Date: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Hour(s) Requested: \_\_\_\_\_

**Facility:** (Please indicate top 3 choices with 1 being your top choice and 3 being your third choice)

- \_\_\_\_\_ Parsons Field
- \_\_\_\_\_ Dedham Track and Field
- \_\_\_\_\_ Warren Conference Center
- \_\_\_\_\_ Matthews Arena
- Cabot Athletic Center:
  - \_\_\_\_\_ Indoor Track and Cage
  - \_\_\_\_\_ Racquetball Courts
  - \_\_\_\_\_ Pool (Barletta Natatorium)
  - \_\_\_\_\_ Conference Room

- Marino Recreation Center:
  - \_\_\_\_\_ Martial Arts Studio
  - \_\_\_\_\_ Aerobics Studio
  - \_\_\_\_\_ Gymnasium (One Court Only)
- Badger and Rosen Squashbusters Facility:
  - \_\_\_\_\_ Studio
- City of Boston Field: \_\_\_\_\_

***ALL PARTICIPANTS MUST BE NORTHEASTERN STUDENTS!!!!!!***

Type of Event: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Person in charge of Program/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Day Time Phone Number \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

***Additional Information or Requirements of Event:***

- ? Public Safety:
  - \_\_\_\_\_ Open to public
  - \_\_\_\_\_ Admission charge
  - \_\_\_\_\_ Attendance
  - \_\_\_\_\_ Advertising
  - \_\_\_\_\_ Parking

- ? Insurance:
  - \_\_\_\_\_ Waivers
  - \_\_\_\_\_ Certificate

- ? House & Grounds:
  - \_\_\_\_\_ Tables
  - \_\_\_\_\_ Chairs
  - \_\_\_\_\_ Drapes

- ? Physical Plant:
- ? Additional Staff
- ? Food Service

Comments:

My signature indicates that I understand that this request must be filed at least one week before the date requested and that all participants must be currently enrolled Northeastern students, or employees of the University.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Associate Director's Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Space Assigned/Remarks: