

RECREATION FACILITY PRE-REQUEST QUESTIONNAIRE

When considering utilizing space in the Foy Center, remember that we are a recreation center, not an event center. Some of the equipment you may request is managed through a different department; these are noted below with an asterisk. *This form does not supersede the online facility reservation process* (<http://apbrems.apsu.edu>).

Brief Description of Event

Event Time

Event Start	Event End	Reservation Start (add time needed to set up before)	Reservation End (add time needed to clean up after)
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Attendance & Supervision

How many people do you expect at your event (include participants, spectators, staff and guests)? _____ Is this a firm number or estimate? _____

How many minor children are expected: _____ How many supervisors/chaperones are expected? _____
Note event organizers are required to provide appropriate adult supervision.

How will permission for access be verified? _____
The reserving party may be asked to provide someone to assist the service desk staff with controlling access for the event, particularly for events occurring outside operating hours.

Equipment Needs

- Tarps:** If there is a chance that your activity could scratch the floor or if there will be food/drink, tarps will be required. Please keep in mind that it takes 20-30 minutes for tarps to be put down for any single programming space (1 court, 1 studio, etc.) as well as additional time to clean them and put them away.
- Tables/Chairs*:** Tables and chairs are not commonly kept at the Foy Center. Please be specific regarding your needs (tables: round/long, dimensions) and include quantities required, including any host/display tables and chairs. Event planners are responsible for table/chair covers.
- Sound Equipment*:** The facility has an ambient sound system that plays varied music during operating hours. If you would like an alternate music source and/or microphone(s), please be specific about your needs (i.e., wireless microphone preferred or mp3 connection required).
- Electrical Needs*:** Does your event have any special electrical requirements? There is limited access to standard electrical outlets; event organizers are recommended to bring an extension cord(s). If your event requires many outlets or other electrical outputs (different voltage, etc.), please be extremely detailed.
- Staging Equipment*:** Please be specific with stage dimensions and/or pipe & drape requests.

* Be specific in your online request so that the proper work orders can be scheduled with respective departments

Other Equipment*: additional trash cans _____ stanchions _____ athletic equipment _____

Specify _____

Important Event Notes

- Organizers from non-campus groups are required to secure \$500,000 insurance with Austin Peay State University specified as additionally insured on the certificate; a copy is required to be on file with University Facilities (UC 207, x6617) in order for the event reservation contract to be written.
- For athletic-type activities, first responder (i.e., an athletic trainer) and first aid equipment, including ice packs and band aids, are to be provided by event organizers. Accidents/injuries will be documented by URec staff using department procedures and paperwork.
- Events where money will be handled or with large anticipated attendance are required to have security provided through the university in accordance with the campus police staffing matrix.
- Custodial support fees will be assessed, for events that substantially increase traffic in restrooms, waste, etc. as well as for events occurring outside of operating hours. *This requirement does not absolve the event organizers from basic housekeeping and clean up.*
- Organizers for events requiring set up of equipment, such as tables/chairs/stage, should supply a detailed site diagram at least one week before the set up date/time.
- All users of the climbing wall are required to have completed participation forms on file. If your event has minor children, these forms must be completed with parent/guardian signatures in advance. Forms are available at the Foy Center service desk or from our website.
- Pool rental rates are dependent upon the total number of people attending (expected in the pool area - not just in the water). The ratio of participants to lifeguards is set by the State of Tennessee, and these rates apply to all groups. Ample advance notice of at least one week is required for any group wanting to use the pool at any time.

University Recreation Facility Rental Rates		
Room/Area	Hourly Rate	Notes
Climbing Wall	\$75 for 6-10 people \$100 for 11-15 people \$125 for 16-20 people	Equipment and staff included.
Custodial	per contractor	For reservation outside operating hours.
Fitness Studio (A or B)	\$10	Activities and footwear may be restricted; stereo equipment not included. Additional \$20 per studio if activity requires tarp.
Intramural Field	\$10 daylight hours \$15 with lights	Equipment available and included.
Multipurpose Courts (A, B or C)	\$25	Additional \$30 per court if activity requires tarp.
Pool	\$30 for 1-25 people \$50 for 26-50 people \$70 for 51-75 people \$90 for 76-100 people	Lifeguards included. Rates increase for reservations outside regular operating hours.
Racquetball Courts (A, B, C, or D)	\$10	Activities and footwear may be restricted. Additional \$20 per court if activity requires tarp.
Wellness Education Room	\$10	Multimedia capabilities.
2 nd Floor Lobby	\$10	
Security	per University Facilities	APSU Facility Rental policy mandates security per the Police Staffing Matrix.
Supervision/Additional Staffing	\$20 minimum	For reservation outside operating hours.

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