

Facility/Field Practice or Event Request Form

(Multi use form for all requests by NU recognized sport clubs or any other NU or Non NU group.)

Northwestern University Department of Athletics & Recreation Patten Gym/Blomquist Gym/Long Field/Lake Field

Date of Application: _____ One Time Event _____ Ongoing Practice _____

Field or Facility Requested: _____

Date(s) of Event: _____ Day(s) of Event: Mon. Tues. Wed
Thurs. Fri. Sat. Sun

Time Requested: _____ AM _____ PM

Activity or Event Name: _____ Approx. Attendance: _____

Club/Sponsoring Organization: _____

_____ On Campus / _____ Off Campus Organization

Event Contact: _____

Address/City/Zip: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____

Email: _____

Brief description of the event: (Is there an entry fee? What will take place? Etc.)

Note - For NON NU Sport Club field space requests:

If you are requesting Field space and ARE NOT a recognized Recreation Department Sport Club Team YOU MUST Complete a Campus Reservation Form through the Campus Reservations Office, 491-2330 (3rd floor Norris Center) Their web site is: www.northwestern.edu/norris/eventplanning.html. Any request for equipment must be submitted in writing along with this request form. Equipment not available from the department must be acquired by the sponsoring organization. Some equipment requests may be denied due to safety concerns or lack of availability. Sponsoring organizations are always responsible for all clean up.

Facility Rental Fee: _____ paid _____ date paid _____

Approved by: _____

Signature required for event

