



FACILITY REQUEST FORM

TOURNAMENTS/SPECIAL EVENTS

CLUB NAME _____

DATE _____

Email of person Submitting: _____ Phone: _____
(This is the person we will be contacting!)

FACILITY DESIRED (be specific) _____

FACILITY DESIRED (2nd choice) _____

DAY/DATE(S)

TIME(S)

FIRST CHOICE (A) _____

(A) _____

SECOND CHOICE (B) _____

(B) _____

TYPE OF ACTIVITY PLANNED (please describe your event in detail):

- Will entrance fees be charged? If so, how much and how collected? Who is collecting (a Yale club or your league)?
- Identify your equipment needs and how you will meet them
- Request or plans for showering
- Number of teams to be invited
- List Schools invited
- Number of participants expected
- Nature of participants (i.e. students, non-collegiate, etc.)
- Number of spectators anticipated

ADDITIONAL REQUISITIONER'S COMMENTS:

***DO NOT INVITE TEAM(S) OR SCHEDULE AN EVENT UNTIL FACILITY IS SECURED.**
***THIS EVENT CAN BE CANCELED BY ADMINISTRATION DUE TO INCLEMENT WEATHER, SHUTDOWNS**
OR OTHER UNIVERSITY DEMANDS.

***PLEASE SCHEDULE A MEETING WITH THE CLUB SPORTS DIRECTOR TO REVIEW A CONTEST**
MANAGEMENT PLAN.

.....
Reviewed by Club Sports Office _____ Date _____

Reviewed by Facility Director _____ Date _____

Facility Available for use? YES/NO

Revisions _____

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Approved by Club Sport Director _____ Date _____