



Oakland University Recreation and Well-Being AQUATIC CENTER USAGE/RENTAL REQUEST FORM

This facility request form does NOT guarantee that the dates and times requested are reserved. You will receive a confirmation via e-mail once dates and times have been reserved. **Facility Request forms should be submitted a minimum of 2 weeks prior to the event. Standard requests usually take 2-3 business days to process. Special requests may take 5+ business days to process.**

Contact Information:

Name of Sponsoring Group or Organization: _____
Address for Agreement/Contract: _____ City, State Zip: _____
Point of Contact Person: _____ Title: _____
E-mail: _____ Primary Phone: _____

Usage Information:

Name of Activity or Event: _____ Estimated Number of Participants: _____

Requested Date*: _____ M T W R F S S Time (please include am / pm) _____
From: _____ to: _____ FALL WTR SUM

**if you have multiple dates please place 'multiple' in the date field and list dates/time in Special Needs Section below or attach a list to this request*

Requested Space:

- Short Course Lanes* ____
- Long Course Lanes* ____
- Pool-Deep End/Diving Boards
- Pioneer Room (formerly Aquatic Classroom)
- Alcove
- Other: _____

Setup Needs:

Special Needs/Requests:

It is understood that your group will:

- Abide by all facility rules and regulations of University Recreation and Well-Being.
- Coordinate group entry into the RecCenter based on appropriate group usage policies.
- Be responsible for the conduct, behavior and location of all members of the group while using the Recreation Center.
- Provide Certificates of Insurance, if required.

By signing, you acknowledge that you have reviewed our Facility Usage Guidelines listed on our website: www.oakland.edu/recwell

Representative of Sponsoring Organization Signature Date Dept Fund Number¹

¹ Department requests that are after hours or require staffing need to include a Department Fund Number for charge backs.