

**Oakland University  
Recreation and Well-Being  
OUTDOOR COMPLEX 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. **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: \_\_\_\_\_

*\*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:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> South Field              | <input type="checkbox"/> West Field    | <input type="checkbox"/> Tennis Courts (qty: _____)                       |
| <input type="checkbox"/> North Field <sup>1</sup> | <input type="checkbox"/> Central Field | <input type="checkbox"/> Restrooms (for requests outside of normal hours) |
| <input type="checkbox"/> In-Track Field           | <input type="checkbox"/> East Field    | <input type="checkbox"/> Track Lane (qty: _____)                          |

**Equipment Needs:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Tables (#): _____ | <input type="checkbox"/> Chairs (#): _____ | <input type="checkbox"/> Sound System/Audio/Mic (portable) |
|--|--|--|

**Setup Needs:**

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**Special Needs/Requests:**

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**It is understood that your group will:**

- Abide by all facility rules and regulations of University Recreation and Well-Being.
- Coordinate group access to the Recreation and Athletic Outdoor Complex (RAOC) based on appropriate group usage policies.
- Be responsible for the conduct, behavior and location of all members of the group while using the RAOC.
- 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](http://www.oakland.edu/recwell)

\_\_\_\_\_  
Representative of Sponsoring Organization Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept Fund Number<sup>2</sup>

<sup>1</sup> The North Field is comprised of the 3 IM Sized Fields Running North-South; if you are requesting the north field to have an East-West painted, please indicated this in the Special Needs/Requests Section

<sup>2</sup> Department requests that are after hours or require staffing need to include a Department Fund Number for charge backs.