



Confirmation #:

(Internal use only)

Today's Date:

URC Ice Rink Rental Application Form

Request must be submitted 30 days prior to event date

Contact Information

Contact Name:

E-mail:

Organization Name:

Phone:

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Address:

City, State, Zip:

,

Reservation Detail

Facility:

Event Day/Date:

Nature of Event:

Arrival Time:

Estimated Participants:

Estimated Spectators:

Event Start Time:

Amenities Needed:

 Men's Locker Women's Locker Official's Room

Event End Time:

Special Requests:

Departure Time:

Will this be a repeat event?

 Yes No

Repeat Dates:

Additional Questions

How will you be traveling to campus?

Other:

Does anyone in your group require special assistance?

 Yes No

Acknowledge/Signature

I hereby acknowledge receipt of a copy of this reservation form and the attached policies as well as URC policies and procedures, and accept the responsibilities listed therein. I understand that violation of the policy may result in the cancellation of your reservation and/or denial of future use of the facilities.

Signature:

Date:

*Please note: **Completing and submitting this form DOES NOT confirm your visit. Your visit confirmation will be sent via email and/or fax from our office.**

To submit the form, you have the following options:

1. Click the "Submit by Email" button below (or save a copy and e-mail to: tshaffer2@ewu.edu & jgwin@ewu.edu)
 2. Click the "Print Form" button below and fax to: (509) 359-4829
 3. Click the "Print Form" button below mail to: Event Scheduling Office, 101 Tawanka Commons, Cheney, WA 99004
- For questions, please call: (509)359-6857