

Tulane University Department of Campus Recreation

Facility Reservation Request Form

Today's Date _____ Requested Date(s) & Time(s) _____

Organization _____ Expected Attendance _____

Check One: Student Faculty/Staff Alumni Other _____

Contact Person/Title _____

Phone _____ Fax _____ E-mail _____

Area(s) Requested _____

Event Description _____

The Department of Campus Recreation administers and schedules outdoor quad space as well as indoor facilities in the Reily Student Recreation Center. If your event requires additional support services, you must contact the following Departments to schedule their services:

Outdoor Fields/Quads	Programs	865-5170
Security Guards, Barricades	Public Safety	314-2389
Outdoor Services	Facilities Services	865-5445

Signature of Student Representative Phone Date

Signature of Advisor/Department Head Phone Date

Signature of Facilities Director Phone Date

