MCDANIEL COLLEGE

College Activities GYM Request Form

Hours of Operation:

Sunday	**1:00 p.m. – 10:00 p.m.**
Monday – Friday	**8:00 a.m. - 10:00 p.m.**
Saturday	**8:00 a.m. – 6:00 p.m.**

Name: (Print)_____**Campus Ext.:**_____

Cell#_____ **E-mail address:** _____

Event_____

Day_____**Date**_____

Event Begins at:_____**AM/PM** **Event Ends at:**_____**AM/PM**

Facility needed for your program:

____	**Gill Gym**	**____**	**Dance Studio**
____	**Court A**	**____**	**Court B**
____	**Court C**		

No one enjoys spending time cleaning up after an event is over, but it must be done. Since the Gym is used almost daily by many individuals and groups, we ask that all people assist us in maintaining the facility. Basically, the facilities should be cleaned as your common sense would suggest. However, so that there is no misunderstanding of the expectations, please adhere to the following:

GILL FACILITY CLEAN UP PROCEDURE

1. Pick up all trash and cups and discard full garbage bags into the dumpsters.
2. Report any problems or damages to the desk attendant immediately following the event.

DAMAGE

Damages to the facility which are attributed to the sponsoring organization will result in replacement or repair bills being presented to the organization. Failure to pay these bills in an expedient fashion will result in possible organization suspension.

CANCELLATION OF EVENT/FACILITY

Cancellations must be made seven (7) days prior to the date of your event or the organization will lose its privilege to sponsor an event in any of the rooms for 60 days or until the end of the semester, whichever comes first.

Those signing agree to the information and conditions stated here and further agree that they will abide by the regulations and policies of McDaniel College. Those signing warrant that they are properly authorized to represent their organization in making these commitments.

SPONSORING STUDENT ORGANIZATION:_____

PRESIDENT'S/CHAIRPERSON'S SIGNATURE:_____

(ASSOCIATE) DIRECTOR OF ATHLETICS' SIGNATURE:_____