



MISSISSIPPI STATE UNIVERSITY™
UNIVERSITY RECREATION

**University Recreation
RecPlex Reservation Request**

Contact Information

Sponsoring Organization _____

Person in charge of event _____ Date Submitted _____

Phone _____ Email _____

Event Information

Event Name _____ Date of Event _____

Type of activity _____ Approximate number of people _____

Please provide a brief description and purpose of event:

Facility Request

| Date | Day of Week | Facility/Room Request | Time Requested (beginning/end) |
|------|-------------|-----------------------|-----------------------------------|
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Event Details

- Will food be served at this event? Yes No
- Have you filled out an org sync request? Yes No
- Will minors be attending this event? Yes No
- Will signage be used for the event (all signage must be approved by RecSports)? Yes No

Facility Request**Softball Fields**

Playing Area: 4 fields @ 300' field (home to fence)

| Univeristy Recognized Groups | Cost/hour | Add Field Lining & Dragging? | Hours Needed | Total Cost |
|---|--|---|---------------------|-------------------|
| 1 Field | First hour: \$70 \$30 for each additional hour | \$50 Yes <input type="checkbox"/> | | |
| 2 Fields | First hour: \$140 \$60 for each additional hour | \$100 Yes <input type="checkbox"/> | | |
| 3 Fields | First hour: \$210 \$90 for each additional hour | \$150 Yes <input type="checkbox"/> | | |
| 4 Fields | First hour: \$280 \$120 for each additional hour | \$200 Yes <input type="checkbox"/> | | |
| | | | | |
| Non-University Recognized Groups | Cost/Hour | Add Field Lining? | Hours Needed | Total Cost |
| 1 Field | First hour: \$140 \$60 for each additional hour | \$50 Yes <input type="checkbox"/> | | |
| 2 Fields | First hour: \$280 \$120 for each additional hour | \$100 Yes <input type="checkbox"/> | | |
| 3 Fields | First hour: \$420 \$180 for each additional hour | \$150 Yes <input type="checkbox"/> | | |
| 4 Fields | First hour: \$560 \$240 for each additional hour | \$200 Yes <input type="checkbox"/> | | |

Multipurpose Fields

| University Recognized Groups | Cost/hour | Add Field Lining? | Sport for field lining? (ex: 4v4 Flag Football) | Hours Needed | Total Cost |
|-------------------------------------|---|---------------------------------------|--|---------------------|-------------------|
| 1 Field | First hour: \$80 \$40 for each additional hour | \$130 Yes <input type="checkbox"/> | | | |
| 2 Fields | First hour: \$120 \$80 for each additional hour | \$260 Yes <input type="checkbox"/> | | | |
| 3 Fields | First hour: \$200 \$120 for each additional hour | \$390 Yes <input type="checkbox"/> | | | |
| 4 Fields | First hour: \$280 \$200 for each additional hour | \$520 Yes <input type="checkbox"/> | | | |
| | | | | | |
| Non-University Groups | Cost/hour | Add Field Lining? | Sport for field lining? (ex: 4v4 Flag Football) | Hours Needed | Total Cost |
| 1 Field | First hour: \$160 \$80 for each additional hour | \$130 Yes <input type="checkbox"/> | | | |
| 2 Fields | First hour: \$320 \$160 for each additional hour | \$260 Yes <input type="checkbox"/> | | | |
| 3 Fields | First hour: \$480 \$320 for each additional hour | \$390 Yes <input type="checkbox"/> | | | |
| 4 Fields | First hour: \$640 \$480 for each additional hour | \$520 Yes <input type="checkbox"/> | | | |

Fresh Fields

| University Recognized Groups | Cost/hour | Add Field Lining? | Sport for field lining? (ex: 4v4 Flag Football) | Hours Needed | Total Cost |
|-------------------------------------|---|---------------------------------------|--|---------------------|-------------------|
| 1 Field | First hour: \$60 \$30 for each additional hour | \$130 Yes <input type="checkbox"/> | | | |
| 2 Fields | First hour: \$120 \$60 for each additional hour | \$260 Yes <input type="checkbox"/> | | | |
| | | | | | |
| Non-University Groups | Cost/hour | Add Field Lining? | Sport for field lining? (ex: 4v4 Flag Football) | Hours Needed | Total Cost |
| 1 Field | First hour: \$120 \$60 for each additional hour | \$130 Yes <input type="checkbox"/> | | | |
| 2 Fields | First hour: \$240 \$120 for each additional hour | \$260 Yes <input type="checkbox"/> | | | |

Sand Volleyball Courts

| University Recognized Groups | Cost/hour | Hours Needed | Total Cost |
|-------------------------------------|---|---------------------|-------------------|
| 1 Court | First hour: \$40 \$20 for each additional hour | | |
| | | | |
| Non-University Groups | Cost/hour | Hours Needed | Total Cost |
| 1 Field | First hour: \$80 \$40 for each additional hour | | |

Sawyer Tennis Courts

| University Recognized Groups | Cost/hour | Hours Needed | Total Cost |
|---|---|---------------------|-------------------|
| 1 Court | First hour: \$30 \$20 for each additional hour | | |
| 2 Courts | First hour: \$60 \$30 for each additional hour | | |
| 3 Courts | First hour: \$90 \$60 for each additional hour | | |
| 4 Courts | First hour: \$120 \$90 for each additional hour | | |
| 5 Courts | First hour: \$150 \$120 for each additional hour | | |
| 6 Courts | First hour: \$180 \$150 for each additional hour | | |
| | | | |
| Non- University Groups | Cost/hour | Hours Needed | Total Cost |
| 1 Court | First hour: \$60 \$40 for each additional hour | | |
| 2 Courts | First hour: \$120 \$60 for each additional hour | | |
| 3 Courts | First hour: \$180 \$120 for each additional hour | | |
| 4 Courts | First hour: \$240 \$180 for each additional hour | | |
| 5 Courts | First hour: \$300 \$240 for each additional hour | | |
| 6 Courts | First hour: \$360 \$300 for each additional hour | | |

Equipment

| Equipment Items | Description | Cost per item / set | Quantity | Total Cost |
|------------------------|--|----------------------------|-----------------|-------------------|
| Kickballs | 10 in | \$10 | | |
| Footballs | Men's, Women's, and Junior sizes available | \$10 | | |
| Volleyballs | | \$10 | | |
| Basketball | Men's and Women's sizes available | \$10 | | |
| Puck Cones | | \$1 | | |
| 9in Cones | | \$2 | | |
| Corner Flags Set | 4 corner flags | \$20 | | |
| Softballs | | \$5 | | |
| Discs | | \$5 | | |
| Softball Bat | | \$20 | | |
| Spike ball Set | 1 Net & 1 Ball | \$20 | | |
| Kan Jam | 2 Cans & 2 Discs | \$20 | | |
| Cornhole Set | 2 Boards & 8 Bean Bags | \$30 | | |
| Dodgeball Set | 6 Balls | \$12 | | |
| Football Field Set | 12 Pylons & 5 yard markers | \$30 | | |
| Jersey/ Pinnies | | \$2 | | |
| Volleyball Stand | | \$10 | | |
| Flip Scoreboard | Stand-Up | \$5 | | |
| Flip Scoreboard | Tabletop | \$3 | | |
| Electric Scoreboard | (Located on Basketball/Volleyball Courts) | \$20 | | |
| Table | | \$10 | | |
| Chairs | | \$2 | | |
| Water Jug and Cups | | 12 | | |
| Temporary Bases Set | 1 Home plate & 3 bases | \$15 | | |

Any additional notes for our office regarding your event? (Special Requests, Staffing needs, set up and take down time needs, etc.)

RecPlex Policies

- University affiliated organizations must first acquire approval from the University Recreation Department before planning an event. Once approval has been granted, a Student Event form must be submitted and approved through OrgSync before at least one week prior to the event’s date.
- A Facility Usage Agreement must be completed and notarized prior to any event for all non-affiliated individuals and organizations. A link to this packet can be found at the bottom of this page. Events deemed "fundraisers" (i.e. philanthropy events, softball tournaments solely benefitting a personal team, etc.) will not be required to show proof of insurance policies as stated on page 2 of the agreement. All other events, such as sanctioned events or events with the purpose of obtaining profit, must obtain and provide any and all insurance documentation as listed in the packet.
- A trained staff member of the Department of University Recreation will provide supervision for all events. This person will be certified in the American Red Cross First-Aid and CPR training courses and is also available to provide facility assistance as necessary. He/she will maintain and enforce all Department of University Recreation policies and procedures during the event. Please provide the Department of University Recreation with a schedule of events no later than 2 days prior to the first day of the tournament so we may insure the gates to the facility are open early enough to allow warm-up before the first round of games each day. Any persons entering the facilities without the presence of a Department of University Recreation employee will be charged with trespassing. Also on this date, let us know how frequently you want the fields groomed if at all.
- All softball competition must be played using umpires who are sanctioned by a softball governing body. e.g., the Amateur Softball Association.
- Please be aware that alcohol AND tobacco products are forbidden within the complex. Anyone observed violating this policy will be asked to leave the facility.
- A deposit of not less than 50% of the user fee is required no later than 1 week prior to scheduled event. This deposit is non-refundable if the event is cancelled.
- The Department of University Recreation reserves the right to refuse use of facilities based on any circumstances deemed inappropriate, not in accordance to public and private safety, and/or in violation of departmental policies and procedures.
- In the event of inclement weather, a representative of the Department of University Recreation will make a decision regarding the condition of the fields and whether or not further play is possible.
- In the event of cancellation due to inclement weather, every effort will be made to reschedule to a time mutually convenient to all parties involved.

By signing below, I certified that I have read the Rec Plex Policies in its entirety for reservations and that all the above information is complete and accurate.

Print Name: _____

Date: _____

Signature: _____

Date: _____