



MISSISSIPPI STATE UNIVERSITY™
UNIVERSITY RECREATION

University Recreation Outdoor Recreational Space Reservation Request

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)

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: \$100 \$50 for each additional hour	Dragging: \$35 Yes <input type="checkbox"/> Lining: \$40 Yes <input type="checkbox"/>		
2 Fields	First hour: \$175 \$75 for each additional hour	Dragging: \$50 Yes <input type="checkbox"/> Lining: \$75 Yes <input type="checkbox"/>		
3 Fields	First hour: \$225 \$100for each additional hour	Dragging: \$55 Yes <input type="checkbox"/> Lining: \$120 Yes <input type="checkbox"/>		
4 Fields	First hour: \$300 \$125 for each additional hour	Dragging: \$65 Yes <input type="checkbox"/> Lining: \$160 Yes <input type="checkbox"/>		
Non-University Recognized Groups	Cost/Hour	Add Field Lining?	Hours Needed	Total Cost
1 Field	First hour: \$175 \$80 for each additional hour	Dragging: \$35 Yes <input type="checkbox"/> Lining: \$40 Yes <input type="checkbox"/>		
2 Fields	First hour: \$275 \$130for each additional hour	Dragging: \$35 Yes <input type="checkbox"/> Lining: \$40 Yes <input type="checkbox"/>		
3 Fields	First hour: \$425 \$190 for each additional hour	Dragging: \$35 Yes <input type="checkbox"/> Lining: \$40 Yes <input type="checkbox"/>		
4 Fields	First hour: \$575 \$240 for each additional hour	Dragging: \$35 Yes <input type="checkbox"/> Lining: \$40 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: \$100 \$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 (price per ball)		
Footballs	Men's, Women's, and Junior sizes available	\$10 (price per ball)		
Volleyballs		\$10 (price per ball)		
Basketball	Men's and Women's sizes available	\$10 (price per ball)		
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	\$60		
Jersey/ Pinnies	Set of 10	\$25		
Volleyball Stand		\$10		
Flip Scoreboard	Stand-Up	\$7		
Flip Scoreboard	Tabletop	\$5		
Electric Scoreboard	(Located on Basketball/Volleyball Courts)	\$35		
Table		\$10		
Chairs		\$2		
Water Jug and Cups		\$12		
Temporary Bases Set	1 Home plate & 3 bases	\$15		

Any events hosted will require a minimum of 1 University Recreation staff member, and if the event is after normal working hours will be billed a minimum of 2 hours at a rate of \$12.00/hour.

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 ensure 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: _____