



UCI Campus Recreation  
 680 California Ave.  
 Irvine, CA 92697-4515  
 949.824.5346

## ANTEATER RECREATION CENTER FACILITY RESERVATION APPLICATION

*\*Must be filed by a register signer for RCO applicants*

Organization		Registered Signer (RCO applicants only)	
Event Title		Registered Signer Student ID #	
Date of Event		Main Contact	
Billing Address		Main Contact Phone	
ARC Facility Requested		Main Contact E-mail	
Pre-Access Time		Event End Time	
Event Start Time		Post-Access Time	

### EVENT DESCRIPTION:

Please provide a detailed description of the event below. Attach a schedule of events if possible.

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Number of Participants \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Will this event include people from outside the UCI community? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, who? \_\_\_\_\_  
 \_\_\_\_\_

Is this event being catered? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what company? \_\_\_\_\_  
 \_\_\_\_\_

\*Company must be on the UCI Approved Caterers List  
[http://www.food.uci.edu/catering\\_list.php](http://www.food.uci.edu/catering_list.php)

Will items/food be sold at this event? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what will you be selling/serving, and list the cost of each item.

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Charging entry fee \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Access to scoreboards \_\_\_\_\_ YES \_\_\_\_\_ NO

Sound amplification \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Access to BBQ \_\_\_\_\_ YES \_\_\_\_\_ NO

Please list quantity next to each item requested:

Microphone _____	6 ft. Rectangle Table _____
Speakers _____	72" Banquet Round _____
Projector _____	Chairs _____
Screen _____	Stanchions _____
Laptop _____	White Board + Markers _____
Intramural Referees _____	Easel + Markers _____
Balls _____	Table Tennis Table _____
Flag Belts (set of 10) _____	Cones (set of 10) _____
Softball Bases _____	Day Parking Pass (\$10/car) _____

Other requests, questions, or notes:

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I understand that according to University regulations, the solicitation must be clearly stated and the sponsoring organization identified with the articles offered for sale. Any records of the funds raised can be audited by the Office of Student Life & Leadership.

In making application for University facilities, I acknowledge that the proposed activity is to be conducted in accordance with Campus Recreation and University rules and regulations and I accept full responsibility for this event. I further acknowledge that I have read and understand the ARC Use Guidelines, Code of Conduct and Special Event Guidelines for Student Organizations and that I take full responsibility for implementing these policies for the proposed activity.

\_\_\_\_\_  
Registered Signer / Applicant - Signature

\_\_\_\_\_  
Date

**\*\*STUDENT LIFE AND LEADERSHIP APPROVAL\*\***  
*RCO applicants only*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Campus Recreation Approval:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Reserved

\_\_\_\_\_  
Total Fee