ANTEATER RECREATION CENTER
FACILITY RESERVATION APPLICATION

*Must be filed by a register signer for RCO applicants

<table>
<thead>
<tr>
<th>Organization</th>
<th>Registered Signer (RCO applicants only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Title</td>
<td>Registered Signer Student ID #</td>
</tr>
<tr>
<td>Date of Event</td>
<td>Main Contact</td>
</tr>
<tr>
<td>Billing Address</td>
<td>Main Contact Phone</td>
</tr>
<tr>
<td>ARC Facility Requested</td>
<td>Main Contact E-mail</td>
</tr>
<tr>
<td>Pre-Access Time</td>
<td>Event End Time</td>
</tr>
<tr>
<td>Event Start Time</td>
<td>Post-Access Time</td>
</tr>
</tbody>
</table>

EVENT DESCRIPTION:

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

______________________________________________________________

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

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.

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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone</td>
<td></td>
</tr>
<tr>
<td>6 ft. Rectangle Table</td>
<td></td>
</tr>
<tr>
<td>Speakers</td>
<td></td>
</tr>
<tr>
<td>72” Banquet Round</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
</tr>
<tr>
<td>Screen</td>
<td></td>
</tr>
<tr>
<td>Stanchions</td>
<td></td>
</tr>
<tr>
<td>Laptop</td>
<td></td>
</tr>
<tr>
<td>White Board + Markers</td>
<td></td>
</tr>
<tr>
<td>Intramural Referees</td>
<td></td>
</tr>
<tr>
<td>Easel + Markers</td>
<td></td>
</tr>
<tr>
<td>Balls</td>
<td></td>
</tr>
<tr>
<td>Table Tennis Table</td>
<td></td>
</tr>
<tr>
<td>Flag Belts (set of 10)</td>
<td></td>
</tr>
<tr>
<td>Cones (set of 10)</td>
<td></td>
</tr>
<tr>
<td>Softball Bases</td>
<td></td>
</tr>
<tr>
<td>Day Parking Pass ($10/car)</td>
<td></td>
</tr>
</tbody>
</table>

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.

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Registered Signer / Applicant - Signature

Registered Signer / Applicant - Date

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**STUDENT LIFE AND LEADERSHIP APPROVAL**

RCO applicants only

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Signature

Signature - Date

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FOR OFFICE USE ONLY

Campus Recreation Approval:

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Signature

Signature - Date

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Facility Reserved

Total Fee