



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.

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
<https://food.uci.edu/catering-alcohol/>

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 or check yes/no where applicable:

Microphone	_____ YES	_____ NO	6 ft. Rectangle Table (Qty.) _____
Speakers	_____ YES	_____ NO	72" Banquet Round (Qty.) _____
Projector	_____ YES	_____ NO	Chairs (Qty.) _____
Screen	_____ YES	_____ NO	Cones (set of 10) _____
White Board + Markers	_____ YES	_____ NO	Flag Belts (set of 10) _____
Easel + Markers	_____ YES	_____ NO	Dodgeballs (set of 10) _____
Intramural Referees	_____ YES	_____ NO	Softball Base (set of 4) _____
Laptop	_____ YES	_____ NO	Table Tennis Table (Indoor) _____
			Day Parking Pass (\$10/car) _____

Other requests, questions, or notes:

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

FOR OFFICE USE ONLY

Campus Recreation Approval:

Signature

Date

Facility Reserved

Total Fee