



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	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	6 ft. Rectangle Table (Qty.)	<input type="text"/>
Speakers	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	72" Banquet Round (Qty.)	<input type="text"/>
Projector	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Chairs (Qty.)	<input type="text"/>
Screen	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Cones (set of 10)	<input type="text"/>
White Board + Markers	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Flag Belts (set of 10)	<input type="text"/>
Easel + Markers	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Dodgeballs (set of 10)	<input type="text"/>
Intramural Referees	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Softball Base (set of 4)	<input type="text"/>
Laptop	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Table Tennis Table (Indoor)	<input type="text"/>
					Day Parking Pass (\$1' /car)	<input type="text"/>

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