RENTAL INFORMATION

Name: ____________________________________________________________ Date: __________

Organization: ___________________________________________________________________________________

Billing Address: ___________________________________________________________________________________

Home Phone: __________________ Work Phone: __________________

E-mail Address: ___________________________________________________________________________________

Renters' Status: WKU Member Community

(A COPY OF THE INSURANCE POLICY MUST BE ATTACHED)

FIELD USAGE INFORMATION

Number of Fields to be Rented (Maximum of 4): ______________________________

Date & Time Field(s) are to be Rented (Please List Below)

- Please attach a copy of the schedule for extended events and/or programs.
- Start time should be the time the gates need to be opened, and the end time should be the time that all participants will have left the facility.

Date: __________ Start Time: __________ End Time: __________

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Purpose of Renting Field(s):

- A general explanation on the type of event (softball, flag football, practice, tournament, etc.)

FIELD SETUP INFORMATION

* Field setup is an additional fee depending upon the time of the event and the item requested. For a fee schedule and explanation of these items please review the rental section of our website at www.wku.edu/IMRec/complex.

Please Circle All That Apply:

- Chalk Softball/Baseball
- Line Flag Football Field
- Line Soccer Field
- Setup Fencing
- Line Other Sport Field ________________

* The Hattie L. Preston Intramural Sports Complex does not supply any playing equipment; however, the following equipment is available for rental. A schedule of the equipment rental fees is available on our website at www.wku.edu/IMRec/complex. Please indicate the amount required if needed.

___ Softball Ball ___ Softball Bat ___ Softball Glove ___ Pinnies (Jerseys) ___ Soccer Ball
___ Kickball Ball ___ Cones ___ Flag Football Flag Belt

COMPLEX STAFF USE

Proof of Insurance (YES/NO)

Rental Rate $__________ per Hour/per Field No. of Fields ______ No. of Total Hours ______

Additional Costs: $__________ Total Fee: $________________ Date: __________

Field Usage Authorized by: __________________________________________ Date: __________