



# Raymond B. Preston Health & Activities Center

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## EVENT RESERVATION REQUEST

### APPLICANT INFORMATION

(all fields on this page are required to process request)

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Dept.|Group|Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Address2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZipCode: \_\_\_\_\_

Applicant's e-mail: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Is your group a Student Organization? : YES NO

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### EVENT INFORMATION

(all fields on this page are required to process request)

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Type of Event: \_\_\_\_\_

For multiple day events, please list all dates + times:

THIS FORM MUST BE COMPLETED AND RETURNED  
**NO LATER THAN 7 BUSINESS DAYS PRIOR**  
TO THE SCHEDULED EVENT. PLEASE NOTE THAT  
COMPLETION OF THIS APPLICATION DOES NOT  
GUARANTEE APPROVAL OF REQUEST.

FOR QUESTIONS & CONCERNS, PLEASE CALL THE  
IMREC SPORTS OFFICE AT (270) 745-6060

EVENT INFORMATION (continued)  
(all fields on this page are required to process request)

Event Date: \_\_\_\_\_ Event Start Time (including setup): \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Age Range of Participants: \_\_\_\_\_

Will the event include food and/or beverages:      YES      NO

If yes, please explain what type of food/beverages:

\_\_\_\_\_

\_\_\_\_\_

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ADDITIONAL NEEDS  
(check fields that apply to your event)

# of chairs: _____	audio/video equipment need: _____	electrical: _____
# of tables: _____	stage: _____	trash cans: _____

Additional Room Setup Request(s):

\_\_\_\_\_

\_\_\_\_\_

Please describe the purpose of your event and the need for using the Preston Health & Activities Center:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# RECREATION FACILITY SPACES

please select only the  
facility/facilities that  
you would like to  
reserve for your event.

## FULL FACILITY

COST: \$200/hour + possible staffing costs\*

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## RACQUETBALL COURT

Time: \_\_\_\_\_

Preferred Court(s):

Court #1

Court #2

Court #3

Court #4

Court #5

Court #6

COST (PER COURT): \$10/hour + possible staffing costs\*

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## GYMNASIUM

COST (PER FULL GYM) : \$150/hour + possible staffing costs\*

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## HARDWOOD COURTS

Time: \_\_\_\_\_

Court #1

Court #2

Court #5

Court #6

COST (PER COURT): \$25/hour + possible staffing costs\*

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## BLUE COURTS

Time: \_\_\_\_\_

Court #3

Court #4

COST (PER COURT): \$25/hour + possible staffing costs\*

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## WALKING TRACK

COST: \$15/hour + possible staffing costs\*

BILL POWELL NATATORIUM Time: \_\_\_\_\_

COST PER LANE: \$10/hour + possible lifeguard & staffing costs\*

COST FOR ENTIRE POOL: \$100/hour + possible lifeguard & staffing costs\*

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## MEETING ROOMS

Time: \_\_\_\_\_

### DANCE STUDIO

COST: \$40/hour + possible staffing costs\*

### PRESTON FAMILY FOUNDATION MEETING ROOM

COST: \$40/hour + possible staffing costs\*

### MULTI-PURPOSE ROOM

#### RENTAL FEE WITH EQUIPMENT

##### WKU GROUP

COST: \$50/hour + possible staffing costs\*

##### NON-WKU GROUP

COST: \$75/hour + possible staffing costs\*

#### RENTAL FEE WITHOUT EQUIPMENT

##### WKU GROUP

COST: \$25/hour + possible staffing costs\*

##### NON-WKU GROUP

COST: \$50/hour + possible staffing costs\*

\*please note that additional staffing costs may be incurred due to usage outside of hours or if numbers exceed normal amount of demand.

SUBMIT COMPLETED FORMS BY CLICKING SUBMIT

**SUBMIT**

COMPLETED FORMS CAN ALSO BE EMAILED TO CANDICE DOUGLAS (candice.douglas@wku.edu)

OR

RETURN TO THE IMREC SPORTS OFFICE  
IN THE PRESTON HEALTH & ACTIVITIES CENTER