



# 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:  
\_\_\_\_\_  
\_\_\_\_\_

.....  
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\*

**\*Per Kentucky Legislation, effective July 1, 2018 , a  
6% sales tax is required on all reservations of the pool  
or gym courts.\***

## 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