STUDENT ORGANIZATION AGREEMENT FOR requesting either Memorial gym/ pool or Sibley Gym FOR SPECIAL EVENTS

__________________________(Name of organization) reservation request for

_____Memorial Gym _____Sibley  Gym ___ Memorial Fields ___ Memorial Pool

on ______________________(date); Time _____ to ___ ___ for (Type of event)______________________

Equipment request ___________________________________________

Special requirements ___________________________________________

Contact Information (Print clearly)

Name ______________________________________________

Email _______________________________________________

Phone ______________________________________________

The organization agrees to abide by the following regulations when using either gym for their event. Failure to follow the regulations, the future requests will be denied.

✓ Only SUNY Plattsburgh current faculty, staff or students may participate in event, unless otherwise approved. ID’s will be required to participate in event. If holding any approved event is open to public, the organizing club will act as host. The Club will be responsible to submit readable team rosters if a tournament or an event sign-in form to supervisors. Club will be responsible to help clear everyone out of gym at end of event. Any one then entering gym must have ID card.

✓ Memorial gym will not be available for basketball tournament fund raisers by student organizations.

✓ No food or drinks in gym

✓ NO TAPE ON FLOOR

✓ Organization will make sure gym is picked up and everything returned at the end of event

✓ The bleachers are NOT AVAILABLE. They are motorized and at NO TIME can they be moved by hand. Either in or out. DO NOT TOUCH.

✓ Sound system in Memorial gym is not available

✓ If using Sibley, must inform participants that they must enter and exit gym quietly. (no bouncing balls or loud noise in hallways). This is an academic building.

✓ IF CLUBS ARE GOING TO CANCEL EVENT, PLEASE NOTIFY Scott Johnson scott.Johnson@plattsburgh.edu

RECREATION SUPERVISOR, please fill in and put on Scott Johnson desk at end of night. Number of participants _______________ General Observations (any problems, gym picked up, etc).